



Car Rental Contract

The Institute has negotiated an agreement with Enterprise Rent-a-car to offer reduced rates on rental vehicles. The lower rates are available to RHIT faculty and staff for both business and personal use. *The rates are confidential and should not be shared outside the campus community.*



FAQ's

How do I get started?

You will need the RHIT contract number to obtain reduced rates. This number is available from your departmental administrator or by contacting [Bob Watson](#), x8488, in Procurement.

Should I rent a car or just turn in mileage on my own vehicle?

In general, a trip of less than 100 miles, roundtrip, is most economical in your own vehicle since it is more costly to rent a car for shorter trips. Enterprise has provided a simple [calculator](#) to help make this decision. Just click on this link and provide the information requested to make your decision. The goal is to make the most economical decision for RHIT.

Can I only rent from Enterprise?

Enterprise should be your first choice. By combining all departmental dollars, RHIT gains additional bargaining power to keep our prices low. If special circumstances require it, other vendors may be used to insure the best use of the Institute's money. If you consistently see better pricing from other vendors, please pass the details on to [Procurement](#).

What are Enterprise's rates?

Base rates (daily, weekly and monthly) have been set for all classes of vehicles rented within the state of Indiana. At all other national locations, our contract provides a 10% discount at airport locations, or 5% off at home city locations. These rates have been verified as the lowest ones available. It is best to visit the [Enterprise Web Site](#) for up-to-date rates. Key in the location, rental dates, and RHIT contract code (see first FAQ above). Enter the first three letters of the "company's name" as "ROS".

Unless you specify, all available models and prices will be displayed. *Remember that the rates are only available to the RHIT community and are considered confidential information.* For assistance with rates, contact [Bob Watson](#), x8488.

What if I'm out of town or don't have access to a PC to obtain rates?

The RHIT contract code will insure you a discounted rate at any location. Just provide this code to the agent you are working with in person or on the phone. The toll-free corporate customer service number is 1-877-881-5500.

What if I forget the number?

Enterprise has provided corporate identification cards that are handy to carry with you to insure the discounted rate. See your departmental administrator or contact [Bob Watson](#) with card requests, x8488.

What size car should I rent?

Generally, the most economical car should be selected. When there is only a single driver, the smaller vehicles should be rented. As additional passengers are added, of course, the justification for a larger vehicle exists.

What about insurance?

For RHIT business travel, you should decline the additional insurance offered through the rental agency. Rose-Hulman's group policies already provide appropriate coverage.

Vehicles obtained exclusively for personal use are not covered by RHIT insurance but by the individual's own policy and decisions regarding insurance should be made accordingly. These rentals may not be charged to RHIT.

For additional information on insurance, visit the [Risk Management web pages](#).

Additionally, remember that all if you are traveling on Institute business, you should follow all guidelines in the [RHIT travel policy](#).