

University of Kentucky
Department of Plant and Soil Sciences
University-Leased Rental Vehicle FAQs

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How to Reserve

Concur (preferred method)



- Visit Concur and click on the 'car' icon.
- Select rental date range and car pickup location (Airport Terminal or Off-Airport).
- Select most economical vehicle feasible.
- Confirm reservation details.
- Once your Procard is charged, you will receive a Company Card Notification from Concur. You would then move this expense to a Travel Expense Report.
- Note: Renter must also be cardholder. (i.e. name on card must match driver's license)

Website

- Visit <https://enterprise.com>
- Click 'Rent' and 'Start a Car Reservation.'
- Select pickup & return location and date range.
- Use Corporate Account Number: XZ58300
- Click 'Check Availability'
- Select most economical vehicle feasible.
- Confirm reservation details.
- If you choose to 'Save Time At The Counter' and enter your card information online, use Procard in your name or personal credit card.

By phone

- Closest Enterprise location to campus:
 - o Lexington High St. 859-233-7799
 - o LEX Airport 833-338-3315
- If another location is preferred, please visit <https://enterprise.com> and click 'Locations' then 'United States Car Rental Locations.' Search by location. To view location information (address, phone number, etc.), click on 'HOURS & SERVICES.'
- Provide sales representative with Corporate Account Number: XZ58300
- Secure reservation with card in renter's name (Procard or personal credit card).

Walk-in

- Note: Vehicles (especially specialty vehicles) cannot be guaranteed for last-minute reservations.
- Provide sales representative with Corporate Account Number: XZ58300
- Secure reservation with card in renter's name (Procard or personal credit card).

Payment for rental cars: Rental cars must be paid for with a credit card (Procard or personal credit card).

Rental cars are not prepaid - the renter must have a credit card in his or her name to present to the rental car company when the car is picked up. Rental car companies do not allow credit card authorizations - meaning that they will not accept a UK Procard in one name to pay for the rental in another's name. Direct billing may be available if all other options have been exhausted. Please email Audrey Sparks (audrey.sparks@uky.edu) with your direct billing request.

Note: If a personal credit card is used, a standard authorization will be placed on the card for the reservation amount plus \$300 until the vehicle is returned and the transaction is completed.

Campus Parking – Rental Vehicle

Official campus parking permits can be obtained through UK Transportation Services. Audrey Sparks is the point of contact. If you foresee the need to park a leased vehicle on campus, please email Audrey Sparks (audrey.sparks@uky.edu) with the following: 1) License Plate Information, 2) Rental Agreement, and 3) Name of Driver. She will communicate with Transportation Services on your behalf. Once processed, the parking permit can be picked up directly from UK Transportation Services, located on Press Avenue. This will be the responsibility of the driver, as administrative staff may not always be available to pick them up. See University-Leased Rental Vehicle Official Permit Policy and Procedures (Internal – Vehicles) for additional information.

1. License Plate Information
2. Rental Agreement
3. Name of Driver

Official vehicle permits are only eligible to park in intermediate and periphery parking areas, authorized departmental spaces, or in designated service areas for up to two hours. This includes official spaces and all regular, white-lined E spaces on campus. Official vehicle permits are prohibited from parking in core or reserved parking areas unless otherwise approved in advance by Transportation Services.

Any citation issued to the vehicle will be the responsibility of the department and the individual identified as the responsible party.

Frequently Asked Questions

Purchasing Questions

What documentation should I obtain for Procard allocation and/or personal reimbursement?

- Rental receipt
- Gas/fuel receipt(s)
- Short-term parking receipt (if applicable)

Can I purchase fuel using a Procard?

- You can purchase gas for a UK business rental car with a Procard. If prompted for a zip code at the pump, use the zip code for the billing address of your Procard (40506). Be sure to get a receipt for your purchase to upload in Concur.

Insurance Related Questions

If a car is reserved through any other means besides Concur, will I be covered by UK's insurance?

- If Enterprise corporate account number (XZ58300) is used to reserve a vehicle, this includes damage waiver (provided through Enterprise), UK discount, liability coverage (through Enterprise), and third party damage (UK's Risk Management Insurance).

At what level are we insured?

- When you rent an Enterprise or National vehicle through UK Travel Services (UK's AAA, Concur booking tool, or Avant Travel), then you will receive the UK discount as well as the complimentary full coverage insurance (if there is an incident, UK's insurance is not tapped).

Other rental car brands do not include insurance, and if the renter does not take the additional insurance at the counter, UK is self-insured and will cover any incident.

With the University being self-insured, what do we do if there is an accident?

- Contact UK's Risk Management Department at (859) 257-3708.

General Questions

What vehicle type (i.e. economy, compact, etc.) am I required to rent?

- Per UK's BPM E-5-1, "The most economical car feasible for University business travel must be rented."

Are commercial or large capacity vehicles available?

- Yes, through Enterprise, the largest capacity vehicle available is a 15-passenger van. Heavy-duty trucks, box trucks, and cargo vans are also available.

What is the minimum age to rent vehicles?

- 18 years old. 25 years old for large vans, luxury cars, and SUV's.

Are additional drivers allowable?

- UK employees are eligible. If other eligible employees will be driving the rental vehicle, please notify the rental company. Additional drivers are not required to be present at vehicle pick-up.

Is there an option for vehicle delivery?

- Yes, there may be an option for delivery of the vehicle at non-airport locations. Check with the rental facility directly to confirm these plans.

I do not feel comfortable leaving my personal vehicle parked at the Enterprise lot. What should I do?

- Enterprise can come and pick you up at your home to secure your rental car at non-airport locations.

What is the minimum rental time?

- Vehicles are rented in 24-hour units.

Is there a cap on the amount of miles you can drive each day?

- No, mileage is unlimited per 24-hour unit.

Are family members allowed to ride in rental cars when traveling to spouse-invited events?

- Yes, this is acceptable. If a spouse is invited to a UK business function, then a spouse may ride in the rental car.

Are there any issues in taking a rental across a state line?

- There are no issues with taking a rental car across state lines, but please make sure the rental company is aware of this.