

Passenger Rental Fleet vs. Enterprise Rent-A-Car vs. Personal Vehicle Usage

Vehicle Usage			
Vehicle Details	Minnesota State Mankato Rental	Enterprise Rent-A-Car or National Car Rental	Personal
Driver	<p>Authorized drivers are: 1) state employees, 2) contract employees, if authorization to drive a state vehicle is specifically mentioned in their contract with the university, 3) students who have received permission by college or university administration, and 4) an individual assisting an employee or student with a disability (Employee: approval must be by the employee's supervisor; Student: approval from the college or university administration. Drivers for state vehicles must be 18 years of age or older with a valid United States or Canada driver's license. Prior to driving, a Vehicle Consent Form must be completed, submitted and received with an "Approved/Satisfactory Rating" at www.mnsu.edu/vehicles.</p>	<p>State of Minnesota Contract Release: V-52(5) Must be an employee of a state agency MnSCU or member of the State's Cooperative Purchasing (CPV) program; have a valid driver's license issued by the state that the person resides. Any authorized Renter/Driver that may operate the rental vehicles outside the State of Minnesota must be 18 years of age or older unless an exception is granted by the AMS (State of Minnesota, Department of Administration, Materials Management Division authorized representative). Any authorized Renter / Driver must be 21 years of age if renting and operating 10 to 12 passenger vehicles. <i>This contract cannot be used for personal use.</i> Prior to driving, a Vehicle Consent Form must be completed, submitted and received with an "Approved/Satisfactory Rating" at www.mnsu.edu/vehicles.</p>	<p>Discretion of Vehicle Owner. Prior to driving, a Vehicle Consent Form must be completed, submitted and received with an "Approved/Satisfactory Rating" at www.mnsu.edu/vehicles.</p>
Passenger	<p>Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include Minnesota State University, Mankato employees and students on official MSU business or an individual assisting an employee or student with a disability, if approved by the employee's supervisor.</p>	<p>Must be affiliated with Minnesota State University, Mankato, on official MSU business with university approval for travel.</p>	<p>Discretion of Vehicle Owner</p>

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Fuel	MSU Pays - Department only pays the daily rate, fuel is included within daily rate. Fuel cards are stored in state vehicle key packs. The driver shall fuel the vehicle prior to returning to the state lot.	Driver Pays - <i>The renter will provide fuel for the term of the rental and return the vehicle with an amount equal to when it was picked up (full tank). If the renter fails to return the vehicle with a full tank of fuel, the Contract Vendor may charge the renter for the fuel at a 33% markup over index. If mileage exceeds 3,500 a \$0.20 per mileage charged. Department of Energy Fuel Index: http://www.eia.gov/petroleum/gasdiesel</i>	Driver Pays
Insurance	MSU Covers	Personal Injury Protection (PIP) insurance is not included in this coverage. The following coverage is offered: Supplemental Liability Protection (SLP) and full comprehensive and collision coverage. Full Contract Prices also include a Roadside Assistance Program (RAP), renters are instructed to decline any RAP programs that may be offered at the contract vendor's counter.	Driver's personal insurance covers
Tax & Fees	MSU Pays	Driver Pays approx. 19.075% fees (Includes: 3% Fee; 6.875% State of MN Sales Tax plus 9.2% MN Rental Tax)	Driver Pays

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Accident	<p>MSU Pays</p> <p>Driver may be personally liable for loss or damage of vehicle while performing non-state related activities or inappropriate behavior.</p>	<p>Enterprise covers Supplemental Liability Protection (SLP) not Personal Injury Protection (PIP)</p> <p>Driver may be personally liable for loss or damage of vehicle if performing non-state related activity or inappropriate behavior.</p>	Driver Pays
Late Return Fee	Up to \$25	Late Return Charge - \$15 per hour up to cost of one rental day.	N/A
Delivery Costs	N/A	Rentals within Minnesota and within 50 miles of Minnesota border are allowed no drop fee. Some drop fee do apply, review contract for verification. Vehicles must be returned to the renting branch or a mileage surcharge of \$.20/mile between locations will be applied.	N/A
Vehicle Rates			
Daily Charges	Minnesota State Mankato Rental Full Day and/or Half Day Rate (Rates Includes Fuel Costs) Out of State trips require a \$100 surcharge per trip/per vehicle	*Enterprise Rent-A-Car or National Car Rental (Fuel Costs may be paid by renter's department purchasing card if rental charge was submitted onto purchasing card or driver personally pays and requests reimbursement through an Employee Expense Report)	Personal Vehicle Usage

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Vehicle Rates			
Vehicle Details	Minnesota State Mankato Rental	Enterprise Rent-A-Car or National Car Rental	Personal
Sedans	\$63 Full Day \$37 Half Day (4 hours or less)	\$46 plus approx. 22.075% (tax & fees) and fuel	State Owned Vehicle Not Available: 70 cents per mile reimbursement State Owned Vehicle Available: 63 cents per mile reimbursement. (These rates are effective January 1, 2025 through December 31, 2025, per IRS).
Minivans	\$100 Full Day \$60 Half Day (4 hours or less)	\$70.50 plus approx. 22.075% (tax & fees) and fuel	
Cargo Vans	\$65 Full Day \$43 Half Day (4 hours or less)	Need to check in Enterprise Light & Medium Duty Rates	
12 Passenger Large Vans	MSU no longer has 12 passenger vans available for rent.	\$135.50 plus approx. 22.075% (tax & fees) and fuel 15 passenger vans are not be rented against the State Rental Contract Release V-32(5) Vehicle Rental - Local and National Service - short and long term rentals.	
		Renter/Driver must be 21 years of age for renting and/or driving a van with a seating capacity of 10-12 passengers pursuant of this Contract, the State agrees to abide by these restrictions.	

*All rates include Collision Damage Waiver. This waives the renter of responsibility for physical damage to the rental vehicle, up to its entire value no deductible.

Rates also include Supplemental Liability Protection (SLP) \$2 Million, combined single limits. Restrictions of coverage apply as defined in the Master Rental Agreement.

If the Enterprise Rent-A-Car establishment cannot be used, Risk Management requires purchase of both auto liability and auto physical damage coverage of \$2 million from other vehicle rental businesses. Individuals purchasing this insurance may be reimbursed for their expenses through their department.

If Enterprise Rent-A-Car is needed, the University Department requesting a vehicle will call Enterprise for a reservation. Enterprise Rent-A-Car, 111 Star Street, Suite 107, Mankato Mn 56001, Phone Number 388-8865.

Contact Facilities Services for Contract number for corporate discount for approved university business travel. University Department Purchasing card may be used for rental & fuel for Enterprise vehicle(s) but the rental dates must match fuel purchase dates.