Choosing OSU Motor Pool – Enterprise Rental Car – or your Personal Vehicle

Travelers on official University business have a responsibility to choose the most economical/efficient means of ground transportation (FIS 411-02). The table below gives a summary of a few of the differences between the OSU Motor Pool, Enterprise and Personal Vehicle use.

<table>
<thead>
<tr>
<th>Motor Pool Vehicle</th>
<th>Enterprise Rental Car</th>
<th>Personal Vehicle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles</td>
<td>Full range vehicles available</td>
<td>Economy vehicles</td>
</tr>
<tr>
<td>Cost</td>
<td>Start at $21/day &amp; $0.20/mile</td>
<td>Start at $31.61/day</td>
</tr>
<tr>
<td>Payment</td>
<td>Direct billed to index</td>
<td>Direct billed to index</td>
</tr>
<tr>
<td>Insurance</td>
<td>OSU insurance</td>
<td>Enterprise insurance</td>
</tr>
<tr>
<td>Fuel costs</td>
<td>Included in direct billing thru</td>
<td>Reimbursed for fuel costs</td>
</tr>
<tr>
<td></td>
<td>Voyager Card</td>
<td></td>
</tr>
<tr>
<td>Most Economical</td>
<td>Generally most economical for</td>
<td>Generally most economical for one way travel</td>
</tr>
<tr>
<td>travel without airfare involved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Renting a Motor Pool vehicle is usually cheaper than reimbursement for mileage on your personal vehicle for any day trips longer than 60 miles, if traveling anywhere in US, Canada or Mexico.
- Direct bill payments do not require out of pocket funds for traveler.

How to Reserve a Motor Pool Vehicle:
First time drivers will need to fill out the Driver Authorization form: 
http://transportation.oregonstate.edu/motorpool/drivers/driver-authorization

- A new Driver Authorization form is needed when traveling for a different department/organization or after your license has been renewed.

To make a reservation:
- Online: https://apps.motorpool.oregonstate.edu/apps/motorpool/external/reservations.cfm
- Over the phone: 541-737-4141
- In person at their office located at: 3200 Campus Way, OSU campus from 7am to 5:30 pm.

How to Reserve an Enterprise Rental Car:
Note: The online reservation system only handles reservations using the same pick up and drop off location.
1) Put this URL in: https://myosu.oregonstate.edu/
2) Login using your ONID username and login.
3) Click the Employee tab near the top of the page:
4) Click Enterprise Car Rental under the “Employee Quick Links”
5) Select OSU Employees on Business.
6) Select Enterprise Rent-a-Car or National Car Rental.
7) Make the appropriate selections for the reservation. Near the end of the process, you will provide the departmental index and activity code.

What You Need to Know When Using Your own Personal Vehicle:
- Mileage must be from official workstation or the employee’s home, whichever is less.
- Employees and agents authorized to use their private vehicles for official business are required to have personal automobile insurance including liability, uninsured motorist, and personal injury protection to provide the primary coverage for any accidents involving that vehicle.
- OSU does not provide physical damage, uninsured motorist or personal injury protection for private vehicles.
- Private vehicle mileage is reimbursed at the current published OSU rate.

10/2017