

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.

	Motor Pool Vehicle	Enterprise Rental Car	Personal Vehicle
Vehicles	Full range vehicles available	Economy vehicles	Your own car
Cost	Start at \$21/day & \$0.20/mile	Start at \$31.61/day	\$0.535/mile per diem
Payment	Direct billed to index	Direct billed to index	Reimbursement after return
Insurance	OSU insurance	Enterprise insurance	Your personal insurance
Fuel costs	Included in direct billing thru Voyager Card	Reimbursed for fuel costs	Fuel included in per diem rate
Most Economical	Generally most economical for travel without airfare involved	Generally most economical for one way travel	Generally most economical for trips under 60 miles

- 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.

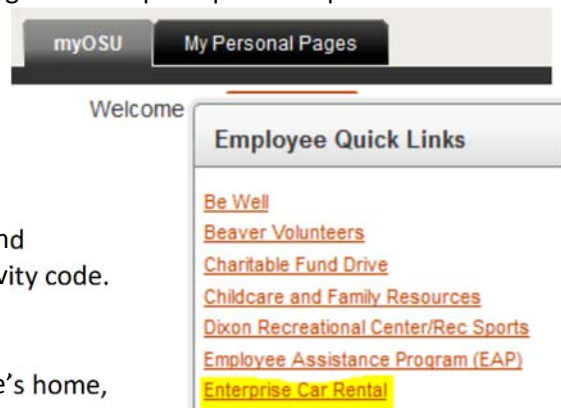
To make a reservation:

- 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.