



Business Rental Program

A User's Guide For

The State of Indiana

A Practical Guide to Vehicle Rental:

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Introduction

IDOA Fleet Services (formerly known as Motor Pool) had been in the daily vehicle rental business for many years. The valuable services available during that time were used by many agencies but were limited due to Fleet Services' location and availability to all locations around the state.

The partnership with Enterprise has provided State renters with many benefits such as the availability for all agencies not located near Indianapolis to use a daily rental service and newer vehicles. The following guide will explain all the benefits, policies, and procedures to utilize this service.

General Contract Information

State of Indiana Contact Information:

Contract Number: ASA-4-RFP14-41, QPA 13126

Contract Term: Contract Extension until August 21st, 2021

Contract Administrator:

John Purdy

402 W. Washington St., RM W468 Indianapolis, IN
46204

317-232-4258 (office)

317-232-7312 (fax)

jpurdy@idoa.in.gov

Enterprise Contact Information:

Jeff Franssen (all general operational questions, setting up account information):

Business Rental Sales Executive

7111 W Washington St, Bldg A Indianapolis, IN
46241

(317) 654-8649

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Tyler Forster (accounting, billing questions)

Accounting Supervisor

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46241

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Cheryl Rothenberger (Enterprise contract administrator)

Director of Business Rental

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Business Use Rentals

Agency Tasks:

- ☐ Determine if renting a vehicle is warranted. See information on page 8 (Rent or Reimburse) to help with determination.
- ☐ Complete SF#53553 (Rental Vehicle Use Agreement).
- ☐ Utilize the correct Enterprise account number depending on the origin of the rental.
- ☐ Obtain approval from IDOA Travel Office if rental is to be used while employee is in out of state travel status.
- ☐ Make reservation for vehicle as noted below. Only contracted vehicles will be allowed for rental.
IDOA recommends use of Standard/Intermediate or Compact vehicles.
- ☐ Provide State of Indiana Wright Express card for fueling the Enterprise vehicle if agency has one.
- ☐ Provide completed SF#53553 and State ID, to Enterprise upon delivery/pickup of vehicle.
- Return vehicle with the same amount of fuel as received. Fuel should be purchased from IDOA Fleet Services at 601 W. McCarty St. if possible (see map on page 10). Hours of Operation are 7am – 5pm M-F. Fuel at IDOA is usually less expensive than at a gas station.

To Make a Reservation:

Choose from one of these options:

- ☐ Visit www.enterprise.com, enter the correct account number based on the origin of the rental in the corporate box at the bottom of the page.
 - Rentals originating in Indiana will use your agency specific code (see page 9) and will be invoiced to the agency.
 - Rentals originating outside of Indiana will use **XZ08050** and will be secured using either an agency Travel Credit Card or personal credit card. *Renters must be 21 years of age or older.
- ☐ Dial **1-800-RENT-A-CAR** to be connected to the nearest Enterprise location. **This option must be used for reservation of Vans (passenger and cargo).**
- Dial **1-800-736-8287** to be connected to Enterprise's Truck Rental Line.
- ☐ Dial **1-800-593-0505** to be connected to our National Reservation Line.

Renter Requirements:

- All drivers must be over the age of 21 and possess a valid driver's license and State of Indiana employee ID.
- There is no fee for additional drivers over 21 with a valid driver's license.
- ☐ There is no fee for drivers between the ages of 21 and 24.
- ☐ All approved state agency drivers 18-20 can rent from the downtown Indianapolis E Market Street address only. These rentals will incur a \$5/day surcharge and valid up to an intermediate/midsize size vehicle.

Payment Options:

- ☐ Utilize the Authorized billing account number for individual state agencies. Please contact Jeff Franssen at Enterprise with questions on your billing number.
- ☐ Utilize a State Travel Credit Card only for rentals originating outside of Indiana.
- ☐ Utilize a personal credit card.

Collision and Liability Coverage:

- ☐ Authorized state agency accounts include collision and liability on all vehicles used for business.

If Damage Occurs to Vehicle:

- If damage occurs to vehicle–
 - Please contact the location from which you rented the vehicle.
 - If vehicle is drivable, the location may have you continue to use the vehicle, until you are completed.
 - If not drivable, location will coordinate with you to switch the vehicle.
 - If involved in an accident – Please gather as much information as possible from the other party and provide that information to the location.




Standard Fuel Procedures:

- There are three (3) options for fuel with Enterprise Rent-A-Car.
 1. Return at Current Level: All rental vehicles for business use will start with a full tank of fuel at the time of rental (within Indiana). Return the vehicle with fuel at the same level as when rented.
 2. Pay at McCarty Street Fleet Services: Fill rental at McCarty Street Fleet Services prior to droppingoff rental vehicle.
 3. Pre-Pay: All rental vehicles for business use will start with a full tank of fuel at the time of rental (within Indiana). Purchase the fuel in the tank at the time of rental at the price listed in the branch. No need to refuel.


Example: The renter would ask the counter agent to “pre-pay” the fuel. The rental agent would determine the amount of fuel in the tank and determine the cost of the fuel (size of tank determined by make/model of vehicle). The cost of the fuel would be added to the rental receipt. Upon return, the renter would not need to stop at a gas station and would simply return the vehicle to Enterprise with less fuel than received.

Tax Exempt Status:

- ☐ The State of Indiana is sales tax exempt as applicable by law in the State of Indiana. Rentals originating in Indiana are exempt from sales tax. State excise tax will still be charged as applicable by law and will be reflected on your bill.

Vehicle Class & In-State Rates	Vehicle Models	
Compact* \$29.16/day		Nissan Versa Note or similar
Intermediate* \$31.28/day		Toyota Corolla or similar
Full Size/Standard* \$36.59/day		Nissan Altima or similar

Minivan* \$50.38/day		Dodge Grand Caravan or similar
Sport Utility (Medium)* \$48.26/day		Hyundai Santa Fe or similar
Sport Utility (Large)* \$76.90/day		Chevrolet Tahoe or similar
Pick-up (Small)* \$48.26/day		Nissan Frontier or similar
12 Passenger Van* \$87.51/day		Ford Transit Wagon or similar
Cargo Van** \$76.12		\$0.15 per mile for each mile above the 150 mile daily/750 mile weekly inclusion
¾ Ton Pick-up** \$86.73		\$0.15 per mile for each mile above the 150 mile daily/750 mile weekly inclusion
1 Ton Pick-up** \$95.21		\$0.15 per mile for each mile above the 150 mile daily/750 mile weekly inclusion
10 Foot Stakebed** \$100.52		\$0.20 per mile
24 Foot Stakebed** \$106.88		\$0.20 per mile
16 Foot Box Truck** \$85.67		\$0.17 per mile
24 Foot Box Truck** \$96.27		\$0.17 per mile

26 Foot Box Truck** \$96.27		\$0.17 per mile
Weekly rates will be calculated at 5 (five) times the daily rate above; monthly rates will be calculated at 20 (twenty) times the daily rate above.		
*Unlimited daily and weekly miles, 2500 mile cap on monthly rentals with \$0.20/mile additional charge.		
**Trucks can be picked up only at the 4 locations to the right	Southwest Indianapolis: 7111 W Washington Street (317) 481-8218 Northeast Indianapolis: 3414 North Shadeland Ave (317) 543-9962 Fort Wayne: 5006 Lima Rd. (260) 399-2987 Mishawaka: 703 W. Edison Rd. (574) 256-3023	

Additional Renting Information

Personal Use Rentals in Indiana with Enterprise Rent-A-Car:

- Personal rentals in Indiana receive same contracted rates.
- Collision and liability coverages not included with in-State personal use rentals.
- Payments by credit card only.
- Must be 21 years and older.
- Contact your agency travel department for personal use reservation code.

Personal Rentals originating outside the state of Indiana with Enterprise Rent-A-Car:

- Personal rentals outside the state of Indiana will receive set discounted rates.
- Collision and liability coverages not included with out of State rentals.
- Must be 21 years and older.
- Contact your agency travel department for reservation code.

Other State Agencies and Entities such as cities, towns, counties, municipalities, elected officials, K-12 schools, colleges/universities, and libraries:

- Must contact Jeff Franssen at Enterprise to establish an individual account number.
- Payment by credit card or billing as authorized by Enterprise.
- Collision and liability coverages not included in rates.
- Rate differential charge of \$5/day on all vehicle sizes.
- Renters must be age 21 and older.
- No fees for 21-25 year old renters

- No additional driver fees monthly long-term rentals:
 - Month or more discounts available if originally set up at the beginning of the rental. These long-term rentals must be set up through Jeff Franssen at Enterprise to qualify. Discounts of \$25/month for month 2, \$50/month for month 3, and \$75/month for month 4+ shall be made for these month or more rentals.
 - Renter does not have to be present every 30 days to rewrite branch rental contract with a completed signature on file document completed by the renter at the beginning of the rental.

Rent or Reimburse:

- When determining whether renting or reimbursing is the most cost-effective option for a particular trip, please visit Enterprise's mileage calculator tool, here: https://legacy.enterprise.com/car_rental/mileageCalculator.do
- At that link, you will see the following screen requesting various details pertaining to the upcoming trip. Once information has been entered into all fields, click "Calculate Results" to see whether renting or reimbursing is projected as the more cost-effective option.

The screenshot shows a web-based calculator titled "Rental vs Employee Reimbursement Calculator" with a "close window" link in the top right. The main section is labeled "Input Values" and "All fields required". It contains several input fields with dropdown menus: "Distance to be Traveled:" (text input) with a "Miles" dropdown; "Total Days in Trip:" (text input); "Car Rental Daily Rate: *" (text input) with a "USD" dropdown; "Cost of Fuel:" (text input) with a "Gal." dropdown; "Reimbursement Rate:" (text input) with a "USD / Miles" dropdown; and "Rental Car Fuel Usage:" (text input) with a "Miles / Gal." dropdown. At the bottom of the input section are two buttons: "Reset Calculator" and "Calculate Results" (which has a right-pointing arrow). Below the buttons is a small disclaimer: "* Actual rate may vary. Additional taxes, surcharges etc. may apply". There is also a "Print this page" link in the top right corner of the form area.

State of Indiana Account Numbers

If your agency is not listed below please contact John Purdy at jpurdy@idoa.in.gov to obtain an account number.

08S3001	State of Indiana-Personal Use	08S3155	Lt Gov Office of Tourism
08S3004	State-Public Employees Retirement Fund-State of Ind.	08S3156	Lt Gov Community and Rural
08S3005	Evansville Psychiatric Childrens' Center	08S3158	Lt Gov Energy and Defense
08S3006	Legislative Services	08S3160	IDEM Land
08S3008	Judicial Center	08S3164	Indiana Finance Authority
08S3009	Criminal Justice	08S3165	Hispanic / Latino Commission
08S3010	Dept of Agriculture	08S3166	Local Government Finance
08S3011	Lt Governor's Office	08S3167	Indiana Historical Bureau
08S3012	Attorney General	08S3168	Indy Dept of Financial
08S3014	Auditor's Office	08S3174	DNR Outdoor Recreation
08S3015	Dept of Admin - IDOA	08S3175	DNR Legal
08S3016	Commission on Public Records	08S3176	DNR Administration
08S3017	Office of Technology	08S3177	DNR Engineering
08S3018	State Personnel	08S3178	DNR Entomology
08S3020	Board of Accounts	08S3179	DNR Fish and Wildlife
08S3021	Revenue	08S3180	DNR Historic Preservation
08S3022	State Police	08S3181	DNR Law Enforcement
08S3023	Adjutant General	08S3182	Nature Preserves
08S3024	Veterans' Affairs	08S3183	DNR Oil and Gas
08S3025	Utility Regulatory Commission - IURC	08S3184	DNR Reclamation
08S3026	Office of Utility Consumer Counselor-OUCC	08S3185	DNR State Parks
08S3027	Insurance	08S3186	DNR Water
08S3028	Worker's Compensation Board	08S3187	State Student Assistance
08S3029	Dept of Labor	08S3188	IN State Museum
08S3030	Alcohol & Tobacco Commission-Excise Police	08S3190	DNR Forestry
08S3031	Horse Racing Commission	08S3192	Secretary of State
08S3032	Integrated Public Safety Commission-IPSC	08S3194	DOH Immunization Program
08S3033	Dept of Natural Resources - Division of Forestry	08s2000	DOH USDA Wic Program
08S3034	Board of Animal Health	08S3204	DOH Morbidity and Risk
08S3035	Dept of Health	08S3206	DOH Aids Prevention
08S3036	Laure Carter Hospital	08S3208	DOH Viral Hepatitis
08S3037	Dept of Environmental Mgmt - IDEM	08S3224	DOH Breast and Cervical
08S3038	Department of Workforce Development	08S3226	DOH HIV Care Grant
08S3039	Public Defender of Indiana	08S3227	DOH Sexually Transmitted
08S3040	Public Defender Council	08S3330	Commission for Higher Education
08S3041	Dept of Correction	08S3333	Dept of Education
08S3042	Arts Commission	08S3335	DOE Language Minority
08S3044	Ind Housing & Community Dev Authority-IHCDA	08S3336	DOE 21 st Century Program
08S3045	Family & Social Services-FSSA-Admin	08S3337	DOE Technology
08S3046	Family & Social Services-DMHA	08S3339	DOE School Nutrition
08S3047	Family & Social Services-DDRS	08S3341	Indiana Womens Commission
08S3048	Family & Social Services-Aging	08S3342	DOH Medicare/Medicaid
08S3049	Family & Social Services-DFR	08S3352	Tax Court
08S3050	Family & Social Services-OMPP	08S3353	DNR Land Acquisition
08S3052	Budget Agency	08S3355	Indiana Election Division
08S3053	Gaming Commission	08S3355	Indiana Election Division
08S3054	Bureau of Motor Vehicles-BMV	08S3356	Indiana Protection
08S3055	Professional Licensing Agency	08S3358	Office of Rural Health
08S3056	Ind Economic Development Corp-IEDC	08S3359	DOC Rockville
08S3057	Pen Products - DOC	08S3360	School for the Blind
08S3058	Dept of Education	08S3361	Inspector General
08S3059	Office of Faith-Based & Community Initiatives	08S3363	IN Prosecuting Attorney

08S3062	Dept of Child Services	08S3364	Center for Deaf and Hard Hearing
08S3063	Soldiers' & Sailors' Children's' Home	08S3366	Board of Ed
08S3064	Logansport State Hospital	08S3400	DOH Childhood Lead and He
08S3065	Madison State Hospital	08S3401	DOH Epidemiology and Lab
08S3069	Governor's Office	08S3402	Indiana School for the Deaf
08S3071	Tobacco Prevention & Cessation	08S3403	Governors Council
08S3072	Civil Rights Commission	08S3404	Evansville State Hospital
08S3074	Homeland Security	08S3406	ISDH Teacher of Record
08S3077	Division of Child Service	08S3407	Public Defender Commission
08S3080	Library	08S3408	IEERB
08S3081	Transportation	08S3409	Court of Appeals
08S3083	Hoosier Lottery	08S3410	Neuro
08S3088	DHS-115012 Planning-Field Coordinators	08S3411	OECOSL
08S3101	DHS-115032 Response-Recovery	08S3412	MPH
08S3110	DHS-115041 State Fire Marshal	08S3413	OMB
08S3116	JTAC – Indiana Supreme Court	08S3415	MPH
08S3117	DOC Bloomington Parole 5		
08S3153	DOC Wabash Valley Correctional		

Map of IDOA Fleet Services:

601 W. McCarty Street.

