

# Vehicle Rentals

## Getting Started

Be sure to review the Methodist University Travel Policy and Vehicle Operator's Policy before reserving a vehicle. For local travel, drivers may be able to utilize a Methodist University vehicle. If one is not available, or the travel is not local, a driver may choose to rent one.

## Travel Policy

Per Section 3.10 of the [Procurement Policy](#), "Automobile rentals may be used when justified as economical and a business necessity." Renting a vehicle may be less expensive than driving your own vehicle and submitting for mileage reimbursement or using ground transportation. It is the traveler's responsibility to determine the most cost-effective way to travel. Refer to Section 3 of the Procurement Policy for more information regarding the Travel Policy.

## Vehicle Operator's Policy

Per section 11.2 of the [Employee Handbook](#), "All employees and students who wish to apply for authorization to operate a vehicle owned, leased, or controlled by Methodist University must have at least 5 years of driving experience and be at least 21 years of age. The application process includes filling out the ... forms and submitting them to the Public Safety Office." This includes drivers who rent vehicles to travel on University business. Refer to Section 11.2 of the Employee Handbook for more information. Contact Lt. Douglas in Public Safety (910.630.7098 / [cdouglas@methodist.edu](mailto:cdouglas@methodist.edu)) to become an authorized driver.

## Enterprise Travel Direct

Once an employee has become an authorized driver, and confirmed that a university vehicle is not available, they may proceed with renting one. Methodist University has a contract for vehicle rentals through Enterprise Rent-A-Car and National Car Rental which allows us to take advantage of lower rates and extended services. Making your reservations online through our dedicated portal ensures that your reservation is linked to our account for the correct, lower rates. It also provides direct billing (you won't be asked for a credit card). [Reservations for MU approved travel must be made using this dedicated link and account.](#)

## New Renters

New renters can send an email to Donna Douglas, Vehicle Dispatcher/Office Manager ([vehmaint@methodist.edu](mailto:vehmaint@methodist.edu)) to be added to our Enterprise portal known as [Enterprise Travel Direct](#) (ETD). You'll be added to our account and receive an email with instructions to complete your setup. If you have an existing Loyalty Number (Emerald Club, Enterprise Plus, etc.) you can enter that information and link your accounts. From there, you can start making vehicle reservations nationally with Enterprise and National, and in some global locations with their partners. If you need to rent 12- or 15- passenger vans, or panel/moving trucks, we may need to call the rental branch directly to give them our account and billing information and make the reservation. Procurement can assist with that.

## Before Booking a Vehicle

There are Methodist University vehicles that drivers may be able to utilize. Contact Vehicle Operations via email to [vehmaint@methodist.edu](mailto:vehmaint@methodist.edu) to check availability and confirm that you are an authorized driver. If a vehicle is not available, or your travel location doesn't begin and end close to the University, a driver may be directed to rent one.

Section 11.2.4 of the [Employee Handbook](#) outlines the steps to inquire about the availability of a MU vehicle for local travel.

## Ensure You Have Sufficient Budget Funds and Approval to Use the Funds

Before any trip, begin by entering a requisition or [Purchase Request](#). The request should summarize all trip expenses, including the rental vehicle. You should have an approved Purchase Order (PO) authorizing the expense and encumbering the funds before reserving a vehicle.

## How to Enter a Reservation:

NOTE: Before renting a vehicle, you should have an approved Purchase Order (PO) authorizing the expense and encumbering the funds. Before any trip, begin by entering a requisition or [Purchase Request](#).

1. Go to: <https://etd.ehi.com>
2. Log in using the Username provided (typically this your MU email address), and the password you set
3. Enter your reservation requirements:
  - a. Enter the Start and End (pick-up and drop-off) Locations – you can enter a city and state, an airport, or select a specific rental location
  - b. Enter the Start and End Dates
  - c. Click Book a Vehicle
  - d. Confirm the Driver information and click Continue
  - e. Select Account Number “Methodist Billing”, confirm your pick-up and drop-off locations, enter your Department name or number, click Continue
  - f. Select the vehicle and click Continue
  - g. Review the reservation information and click Edit Reservation to make changes or Confirm Booking if complete and correct
4. NOTE: If asked while booking or when picking-up the vehicle, do NOT add insurance coverage. As an MU-authorized driver who made a reservation under our account, the appropriate insurance coverage is already included.
5. Send an email to [vehmaint@methodist.edu](mailto:vehmaint@methodist.edu) with:
  - a. The dates of your reservation (you can forward the itinerary sent to you via email once the reservation is confirmed)
  - b. The PO number and/or the the Department and/or Project Code(s) the rental expense will be charged to
  - c. The business purpose of the reservation (E.g., conference, professional development, recruiting, etc.)

## Post Rental and Payment

Enterprise invoices MU on a weekly basis. Each Sunday we receive an invoice for the rentals returned the previous week. Drivers should not pay Enterprise directly.

- If a PO has not already been approved for the rental expense, Procurement or Vehicle Operations enters the requisition(s) to pay the invoice
- If a PO has to be entered, the driver may receive notifications asking them to complete approval tasks in the MyMU Portal (Email Subject: *JENZABAR: Purchase Requisition for your Approval*)
- Once a purchase order (PO) is fully approved, the driver will need to complete the Receiving tasks in the MyMU Portal per the instructions provided (Email Subject: *JENZABAR: PO 12345: Purchase Request Approved*)
- To ensure timely payment of an invoice that may include multiple drivers or Departments, it is very important that the driver completes the requested tasks in a timely manner