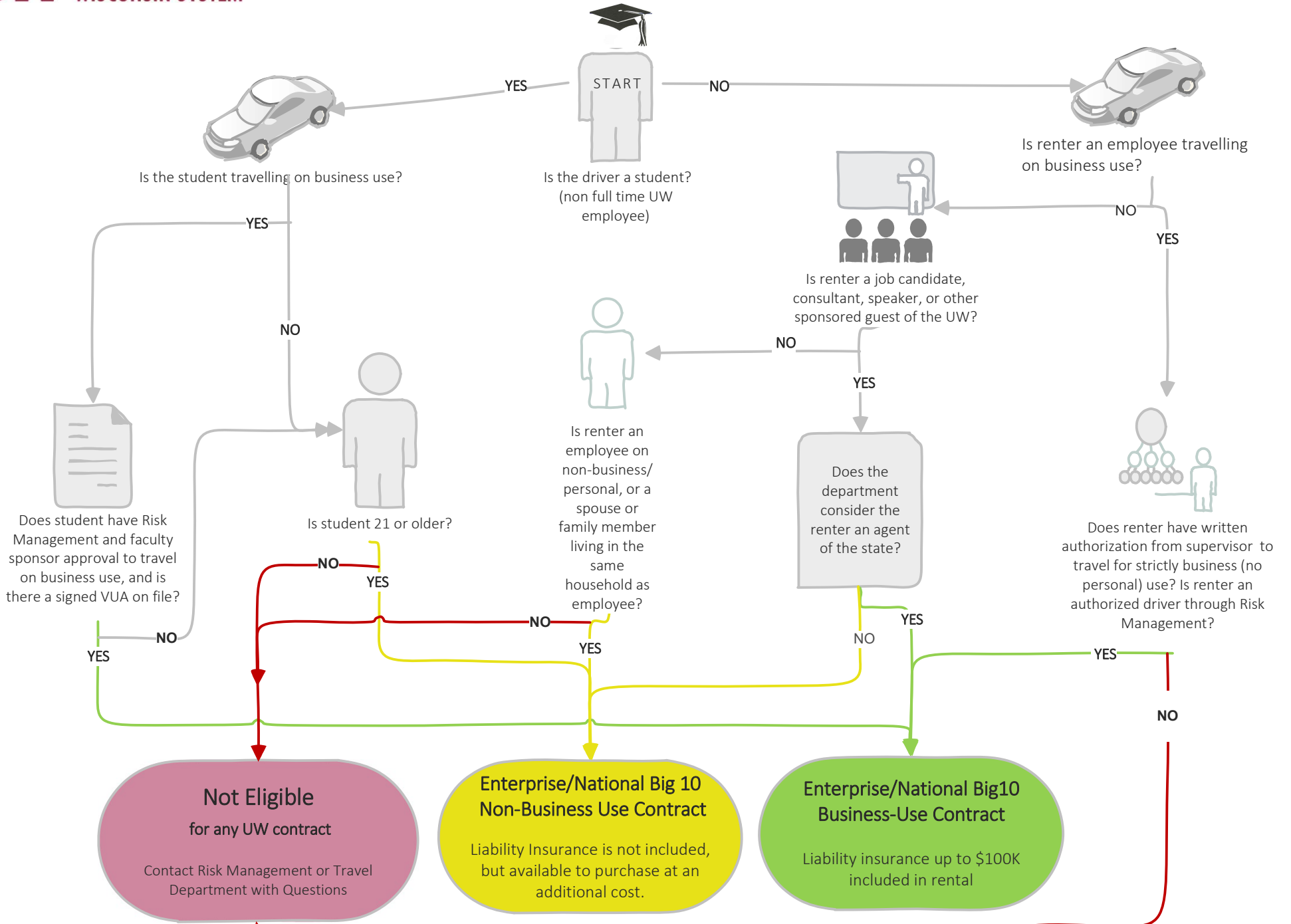


UW Travel Car Rental Contract Decision Flowchart



Definitions

Business Use as it relates to students includes:

- Student Government
- Volunteer for joint-sponsored events
- Student Employees Travelling in the scope of their employment

Non Business Use as it relates to student renters includes:

- Student Organizations, regardless of funding source (i.e. funding by segregated fees does not indicate whether or not an activity is considered business use)*
- Intramurals

*Please refer to the Risk Management Manual regarding Student Organizations for further information:

[wisconsin.edu/risk-management/manual/studentorgs/](https://www.wisconsin.edu/risk-management/manual/studentorgs/)

Contact

For further information regarding non-business or business, or whether a renter is considered an agent of the state, please contact your campus risk management department. Contacts can be found on the Risk Management webpage:

[wisconsin.edu/risk-management/contacts/rm-contacts-by-institution/](https://www.wisconsin.edu/risk-management/contacts/rm-contacts-by-institution/)

For assistance booking car rentals, using either the Big10 Business Use or Non-Business use contract, please contact your campus Travel Manager:

[uw.foxworldtravel.com/uw-travel-manager-contacts/](https://www.foxworldtravel.com/uw-travel-manager-contacts/)

