UW Travel Car Rental Contract Decision Flowchart

1. Is the student travelling on business use?
   - YES: Proceed to next step
   - NO: Not Eligible for any UW contract. Contact Risk Management or Travel Department with Questions

2. Is the driver a student? (non full time UW employee)
   - YES: Proceed to next step
   - NO: Proceed to next step

3. Is renter an employee travelling on business use?
   - YES: Proceed to next step
   - NO: Not Eligible for any UW contract. Contact Risk Management or Travel Department with Questions

4. Does renter have written authorization from supervisor to travel for strictly business (no personal) use? Is renter an authorized driver through Risk Management?
   - YES: Proceed to next step
   - NO: Not Eligible for any UW contract. Contact Risk Management or Travel Department with Questions

5. Does the department consider the renter an agent of the state?
   - YES: Proceed to next step
   - NO: Not Eligible for any UW contract. Contact Risk Management or Travel Department with Questions

6. Is renter a job candidate, consultant, speaker, or other sponsored guest of the UW?
   - YES: Proceed to next step
   - NO: Not Eligible for any UW contract. Contact Risk Management or Travel Department with Questions

7. Is student 21 or older?
   - YES: Proceed to next step
   - NO: Not Eligible for any UW contract. Contact Risk Management or Travel Department with Questions

8. Does student have Risk Management and faculty sponsor approval to travel on business use, and is there a signed VUA on file?
   - YES: Proceed to next step
   - NO: Not Eligible for any UW contract. Contact Risk Management or Travel Department with Questions

   - Liability insurance up to $100K included in rental

10. Enterprise/National Big 10 Non-Business Use Contract
    - Liability Insurance is not included, but available to purchase at an additional cost.

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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


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/](http://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/](http://uw.foxworldtravel.com/uw-travel-manager-contacts/)