When may students use a vehicle rental service?
- Only authorized student drivers may drive a rental vehicle.
- Students may use rental vehicles for official UW-Parkside business only (i.e. conferences, organization meeting, etc.)
- Rental agreements will be made with state contracted vendors by Student Activities staff located in the Student Center, L104. We encourage you to plan ahead.
- UW-Parkside staff must verify the status of all student drivers prior to initiating vehicle usage arrangements.
- Up to two drivers may be included on the travel authorizations. It is the responsibility of the primary drivers to ensure that only those individuals listed are allowed to operate the vehicle.

Who is the authorized driver?
- Drivers authorized by University Police and Public Safety are eligible to operate state procured rental vehicles. You must have at least 2 years of driving experience to be considered for authorization; and you must be at least 18 years of age to be considered for driving approval of a rental vehicle.
- Out-of-state drivers must also obtain a copy of their home state driving record (see Driver Authorization Form).
- Authorizations expire annually on June 30 and must be resubmitted after July 1 for the new fiscal year.

What size vehicle can we rent?
- Rented vehicles must be reasonable in size as determined by the UW-Parkside staff member initiating the reservation based upon the information given on the Request for Rental Vehicle form.
- Vehicle costs will be based on predetermined state rates.

When do I have to return the vehicle?
- The vehicle must be returned by the date and time listed on the original travel authorization.
- The UW-Parkside staff member responsible for the original arrangements is the only person who may change contract times for rental vehicles (for legitimate reasons).
- Rental vehicles must be refueled upon return to the company.

What kind of documentation do I need to submit with my Travel Reimbursement Form after the trip to receive payment?
- Gasoline receipts, toll receipts, etc.
- Copies of meeting agenda, ticket stubs etc.
- List of all passengers

What happens if I get a ticket or lose the keys?
- Charges for locksmith service, parking tickets and traffic citations are the responsibility of the authorized driver and must be paid immediately.

What happens if I should violate any of these policies?
- Failure to abide by these policies will result in loss of travel privileges. In addition, the student is responsible for reimbursement to the institution for any unauthorized expenses.
- Repeated or multiple minor infractions may result in a loss of driving privileges.
- Other various minor or major violations of University rental vehicle policies may result in either probation or immediate suspension of driving privileges depending upon the nature of the infraction as described below.

Minor infractions place the driver on probation for one semester. Minor infractions include:
- Eating food or smoking in the vehicle.
- Returning the vehicle dirty or leaving trash in it.
- Unauthorized use of the vehicle which includes checking it out early and returning it late.
- Excessive mileage beyond state established distances.
- Not refueling a state contracted rental vehicle.

Major infractions would place the driver on immediate suspension of driving privileges, and possibly permanent suspension. Major infractions include:
- Unauthorized use of vehicle.
- Unauthorized drivers using the vehicle.
- An at-fault accident.
- Evidence of alcohol use in the vehicle.
- Abandonment of a vehicle.
- Multiple violations of privileges on behalf of an organization.
- 2nd minor infraction while on driver probation.

<table>
<thead>
<tr>
<th>Vehicle Rental Rates (2012-2013)</th>
<th>Enterprise Rent-a-Car</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td><strong>Vehicle Size</strong></td>
<td><strong># Passengers</strong></td>
</tr>
<tr>
<td>Compact</td>
<td>1 - 4 passengers</td>
</tr>
<tr>
<td>Int/Std</td>
<td>1 – 5 passengers</td>
</tr>
<tr>
<td>Mini Van</td>
<td>7 passengers</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Round Trip Mileage for some Locales</th>
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</thead>
<tbody>
<tr>
<td>O’Hare-Chicago</td>
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<tr>
<td>Chicago (downtown)</td>
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<tr>
<td>Mitchell Field/Milwaukee</td>
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<tr>
<td>UW-Eau Claire</td>
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<td>UW-Green Bay</td>
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<td>UW-Madison</td>
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Please contact the Student Activities Office, Student Center, L104, or call 595-2278 should you have further questions.