

Additional Program Guidelines

Rental Vehicles

- When using a WSU issued BPC card, VISA provides protection from collision damage liability when renting automobiles, mini-vans and sport utility vehicles.
- Employees should choose to decline the Loss Damage Responsibility Waiver (LDW) when renting these types of vehicles from the contract vendor. The Loss Damage Responsibility Waiver (LDW) is referred to elsewhere in the rental car industry as Collision Damage Waiver (CDW).
 - Please note that protection from collision damage liability is only provided by VISA when the person driving the vehicle is listed on the rental agreement with the car rental company. If multiple drivers are anticipated, those drivers must be included on the rental agreement in order for your agency to have protection from collision damage liability.
- VISA does not provide protection from collision damage liability when renting large size passenger vans, pickups, or cargo vans. However, Collision Damage Waiver (CDW) protection is included in the statewide contracted rates for those vehicles.
- Claims for damage to rental vehicles should be reported to VISA as soon as possible after an accident or damage occurs. For further information, refer to Vehicle Rental Accident Procedures on the WSU Accounts Payable - Travel website.
- When reserving a vehicle with a State issued BPC, be sure to reference the applicable designated discount number for State of Kansas contracted rates.
- Individual Accountholders are only allowed to pay for 1 vehicle rental, the one they are driving, and must be listed as the primary driver on the rental agreement.
- Vehicle rentals will require the individual Accountholder to present the BPC card at the time of the pick-up and to fill up the vehicle prior to returning it to its original location.
 - Departmental Accounts- (carded or cardless) are required to request a **Confidential** billing number from the contract vendor. At Enterprise the confidential number is referred to as an Applicant number and at Hertz it is referred to as the CDP number. The BPC Administrator will send the documents required to complete this process to the Departmental Account Custodian.
- When the department is using the Agency Travel agent primarily to process their travel arrangements. A completed "Customer Profile Sheet" must be submitted to the travel agency. Due to the sensitive information included on the form it is required to be submitted in a secure environment.
- When the Departmental Account is used to process vehicle rental reservations, the Traveler is only required to show a driver's license at the time of pick-up.
- For all other travel expenses not processed on the Departmental card, Travelers will be required to pay with own funds and submit for reimbursement from the Department (tolls, gas etc.)