

TO: All Departments

FROM: R.F. Coutu
Director, Risk Management and Purchasing Services

DATE: June 30, 2010

RE: Vehicle Rental Agreement

Recently, Risk Management and Purchasing Services prepared and issued a Request for Proposal for vehicle rental in order to offer the best possible value for travel requirements to the University community.

The university has awarded the contract for our vehicle rental requirements to **Enterprise Rent-a-Car**. These rates are in effect until **June 30, 2012**.

Please refer to our web site for the daily, weekly and monthly rates at www.laurentian.ca/purchasing, select Local Car rates under Links. The username and password to retrieve the information has not changed. In order to obtain the password please contact our department at extension 1552.

In order to confirm employee status for the rental of a vehicle, a Laurentian University employee must have a valid Laurentian University Commercial Credit Card or valid University Identification (Photo ID, Business Card or Drug Card, etc.).

Depending on the circumstances, it may be less expensive to rent a vehicle at \$39/day and pay the gas rather than using a personal vehicle and submitting the mileage allowance of \$0.42/km. Please refer to the following example for a return trip from Sudbury to Toronto:

1) Use of own vehicle: Kilometre allowance - 800 km @ .42/km		\$336
2) Rental (assuming full size car 2-day rental):		
2 days @ \$39/day	\$78	
Gas (20 mpg or 7 km/litre) $800 / 7 = 114$ litres @ \$1.05/litre	<u>120</u>	<u>198</u>
Savings realized by renting rather than submitting allowance for one trip		<u>\$138</u>

Although Laurentian University receives unlimited mileage on vehicle rentals, it is important to note that this is for **University approved business only**. The agreement is for unlimited mileage (capped at 4,000 km) within the province of Ontario for Enterprise Rent-a-Car. For all other destinations, and prior to your departure, please consult with Enterprise Rent-a-Car regarding kilometer caps. Enterprise also offers Free pick up and drop off within 50 km of the rental office.

In order to get the best value for your travel requirements, the University strongly urges all faculty members and staff to rent rather than use their own vehicles.

If you have any questions on the vehicle rental agreement, please do not hesitate to contact Sylvie Chretien-Makela at extension 1553 or myself at extension 1555.