

# Enterprise Rental Car FAQs:

**Q: If I want to drive my own car for an in-state trip that is more than 150 miles for state business, can I do that?**

*A: If a traveler's in-state trip is more than 150 miles (round trip), then the traveler **should** be renting an Enterprise Rental car. After using the '[Mileage vs. Rental](#)' calculator, whichever option is more economical, is the option the traveler **should** take. But the option to drive a personal vehicle and claim Mileage reimbursement afterwards is always an option but the reimbursement mileage rate may be capped at the rental car rate IF the rental car rate was the cheaper option.*

**Q: Do I have to fill out any paperwork to rent a car or can I just go to an Enterprise location and tell them I'm a state employee?**

*A: To rent an Enterprise Rental car, the traveler must:*

- 1. Fill out state form #53553 ([Form# 53553](#))*
- 2. Use the "Email for Approval" button found at the bottom of the form to send it to the manager or department at the next step of approval.*
- 3. Then once the manager signs it, they would click the same button to email it to the Agency Fiscal staff for final signature/approval.*
- 4. Once the Agency Fiscal person returns the signed form to the submitter, the traveler can then take the form and use it to rent an Enterprise car online or in person at an Enterprise location.*

**Q: If I need to keep the car an extra day, is that ok?**

*A: Yes, but only if the reason is work-related. However, an amended or new RUA form (Form# 53553) must be completed, signed and fully approved that encompasses the additional day/days. Rental cars should never be returned late due to personal reasons. It is the expectation that the State of Indiana will only be required to cover the original dates on the approved RUA and any additional days due to personal reasons may result in the traveler having to pay the additional day/days out-of-pocket without reimbursement.*

**Q: Am I allowed to upgrade my rental vehicle? (Ex: Get an SUV instead of a compact car.)**

*A: Yes, but only if it is free of charge. The traveler can rent an SUV or larger vehicle IF the Enterprise location is still charging the compact/standard rate for the SUV because maybe the Enterprise location was out of standard/compact cars and SUVs were all they had left available.*

**Q: Can I use the same RUA and just change the dates on it if I need to keep the same car longer?**

*A: No, a new RUA form (Form# 53553) must be completed, signed and fully approved with the additional days added to the form.*

**Q: If I received verbal or email approval from my manager to rent a car, is that enough to go rent a car from Enterprise?**

*A: No, refer to the answer to question 2 above for the correct process to rent an Enterprise rental.*

**Q: Do I have to pay for gas out of my own pocket for an Enterprise rental?**

*A: The traveler has that option if they choose to and afterwards the travel could be reimbursed for their gas by submitting an expense report for the gas under the Ground Transportation Expense Type. OR the traveler could ask their business unit controller for a WEX gas card to use to pay for the gas for an Enterprise Rental to be paid for by the Agency.*

**Q: Can I use the car for personal reasons on holidays or weekends while I have it in my possession?**

*A: No. When not in use on official state business (Ex: holidays, weekends, overnight), the Enterprise Rental must remain parked adjacent to the driver's official station/home.*

**Q: If I want to drive an Enterprise rental car out-of-state to a conference, can I do that?**

*A: Yes, but only after receiving final IDOA approval of a submitted Travel Authorization (TA) for approval to travel out-of-state on state business inside PeopleSoft Financials. Then the completed, signed, and approved RUA can be used to rent an out-of-state Enterprise vehicle.*

**Q: Can I just use my assigned Travel Card (TCard) to pay for my Enterprise rental?**

*A: No, even though rental cars are a fully Agency Paid expense, FSSA prefers for staff to not use their TCards to pay for rental cars. Instead use the Account/Billing codes provided on the approved RUA to rent the car.*

**Q: Would I use the same codes to rent an out-of-state car that I do to rent in-state?**

*A: No. There are special Enterprise account/billing codes that must be used for an out-of-state rental or for personal-use rentals that can be obtained by contacting [FSSA Travel](#).*

**Q: If I don't feel like driving back, can another state employee that is on the trip with me just drive instead?**

*A: No, only the approved persons whose names are on the approved RUA should be allowed to drive the vehicle.*

**Q: If there is a group of state staff going to the same location, can we rent multiple Enterprise cars?**

*A: When multiple state staff are attending the same event, submitting a RUA to rent one van/larger vehicle for the entire group may be a better option. To rent a larger vehicle, fill out the RUA with the desired vehicle and justification when submitting the RUA for approval.*

**Q: If I was approved to drive an Enterprise rental out-of-state to a conference but have added personal time to my trip, can my kids just ride with me?**

*A: Yes, however any time personal time is included on an out-of-state trip, the traveler must pay the transportation expenses themselves out-of-pocket upfront and then request reimbursement afterwards. Also, anytime a non-state employee will be traveling in a rented Enterprise vehicle, a "Passenger Waiver of Liability" form (State Form #53845) must be completed and emailed to [FSSA Travel](#). (The form can be obtained by emailing [FSSA Travel](#))*

**Q: Can I use an old RUA form to rent my latest rental car?**

*A: It is best to always download the most recent version of the Rental Use Agreement form (State Form #53845) from the [FSSA Travel Hub](#) page since it will contain the most recent contracted state rates for each vehicle type and your old form may have outdated info on it.*