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# Business Rental Program

A User's Guide For

# The State of Indiana

Great rates for *business* and *personal* rentals  
around the world for the State of Indiana

# **A Practical Guide to Vehicle Rental:**

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# Introduction

IDOA Fleet Services (formerly known as Motor Pool) had been in the daily vehicle rental business for many years. The valuable services available during that time were used by many agencies, but were limited due to Fleet Services' location and availability to all locations around the state.

The partnership with Enterprise has provided State renters with many benefits such as the availability for all agencies not located near Indianapolis to use a daily rental service and newer vehicles. The following guide will explain all of the benefits, policies and procedures to utilize this service.

## General Contract Information

### State of Indiana Contact Information:

Contract Number: ASA-4-RFP14-41, QPA 13126

Contract Term: Contract Extension until August 21<sup>st</sup>, 2021

Contract Administrator:

**John Purdy**

402 W. Washington St., RM W468 Indianapolis, IN  
46204

317-232-4258 (office)

317-232-7312 (fax)

[jpurdy@idoa.in.gov](mailto:jpurdy@idoa.in.gov)

### Enterprise Contact Information:

**Jeff Franssen** (all general operational questions, setting up account information):

Business Rental Sales Executive

7111 W Washington St, Bldg A Indianapolis, IN  
46241

(317) 654-8649

[jeffrey.m.franssen@ehi.com](mailto:jeffrey.m.franssen@ehi.com)

**Tyler Forster** (accounting, billing questions)

Accounting Supervisor

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46241

(317) 757-7187

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**Cheryl Rothenberger** (Enterprise contract administrator)

Director of Business Rental

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46241

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# Business Use Rentals

## Agency Tasks:

- Determine if renting a vehicle is warranted. See information on page 8 (Rent or Reimburse) to help with determination.
- Complete SF#53553 (Rental Vehicle Use Agreement).
- Utilize the correct Enterprise account number depending on the origin of the rental.
- Obtain approval from IDOA Travel Office if rental is to be used while employee is in out of state travel status.
- Make reservation for vehicle as noted below. Only contracted vehicles will be allowed for rental. **IDOA recommends use of Standard/Intermediate or Compact vehicles.**
- Provide State of Indiana Wright Express card for fueling the Enterprise vehicle if agency has one.
- Provide completed SF#53553 and State ID, to Enterprise upon delivery/pickup of vehicle.
- Return vehicle with the same amount of fuel as received. Fuel should be purchased from IDOA Fleet Services at 601 W. McCarty St. if possible (see map on page 10). Hours of Operation are 7am – 5pm M-F. Fuel at IDOA is usually less expensive than at a gas station.

## To Make a Reservation:

### Choose from one of these options:

- Visit [www.enterprise.com](http://www.enterprise.com), enter the correct account number based on the origin of the rental in the corporate box at the bottom of the page.
  - Rentals originating in Indiana will use your agency specific code (see page 9) and will be invoiced to the agency
  - Rentals originating outside of Indiana will use **XZ08050** and will be secured using either an agency Travel Credit Card or personal credit card. \*Renters must be 21 years of age or older.
- Dial **1-800-RENT-A-CAR** to be connected to the nearest Enterprise location. **This option must be used for reservation of Vans (passenger and cargo).**
- Dial **1-800-736-8287** to be connected to Enterprise's Truck RentalLine.
- Dial **1-800-593-0505** to be connected to our National Reservation Line.

## Renter Requirements:

- All drivers must be over the age of 21 and possess a valid driver's license and State of Indiana employee ID.
- There is no fee for additional drivers over 21 with a valid driver's license.
- There is no fee for drivers between the ages of 21 and 24.
- All approved state agency drivers 18-20 are able to rent from the downtown Indianapolis E Market Street address only. These rentals will incur a \$5/day surcharge and valid up to an intermediate/midsize size vehicle.

## Payment Options:

- Utilize the Authorized billing account number for individual state agencies. Please contact Jeff Franssen at Enterprise with questions on your billing number.
- Utilize a State Travel Credit Card only for rentals originating outside of Indiana.
- Utilize a personal credit card.

## Collision and Liability Coverage:

Authorized state agency accounts include collision and liability on all vehicles used for business.

## If Damage Occurs to Vehicle:

- If damage occurs to vehicle–
  - Please contact the location from which you rented the vehicle.
    - If vehicle is drivable, the location may have you continue to use the vehicle, until you are completed.
    - If not drivable, location will coordinate with you to switch the vehicle.
  - If involved in an accident – Please gather as much information as possible from the other party and provide that information to the location.




## Standard Fuel Procedures:

- There are three (3) options for fuel with Enterprise Rent-A-Car.
  1. Return at Current Level: All rental vehicles for business use will start with a full tank of fuel at the time of rental (within Indiana). Return the vehicle with fuel at the same level as when rented.
  2. Pay at McCarty Fleet Services: Fill rental at McCarty Fleet Services prior to dropping off rental vehicle.
  3. Pre-Pay: All rental vehicles for business use will start with a full tank of fuel at the time of rental (within Indiana). Purchase the fuel in the tank at the time of rental at the price listed in the branch. No need to refuel.


Example: The renter would ask the counter agent to “pre-pay” the fuel. The rental agent would determine the amount of fuel in the tank and determine the cost of the fuel (size of tank determined by make/model of vehicle). The cost of the fuel would be added to the rental receipt. Upon return, the renter would not need to stop at a gas station and would simply return the vehicle to Enterprise with less fuel than received.

## Tax Exempt Status:

The State of Indiana is sales tax exempt as applicable by law in the State of Indiana. Rentals originating in Indiana are exempt from sales tax. State excise tax will still be charged as applicable by law and will be reflected on your bill.

Vehicle Class & In-State Rates	Vehicle Models	
Compact* \$29.16/day		Nissan Versa Note or similar
Intermediate* \$31.28/day		Toyota Corolla or similar
Full Size/Standard* \$36.59/day		Nissan Altima or similar

Minivan* \$50.38/day		Dodge Grand Caravan or similar
Sport Utility (Medium)* \$48.26/day		Hyundai Santa Fe or similar
Sport Utility (Large)* \$76.90/day		Chevrolet Tahoe or similar
Pick-up (Small)* \$48.26/day		Nissan Frontier or similar
12 Passenger Van* \$87.51/day		Ford Transit Wagon or similar
Cargo Van** \$76.12		\$0.15 per mile for each mile above the 150 mile daily/750 mile weekly inclusion
¾ Ton Pick-up** \$86.73		\$0.15 per mile for each mile above the 150 mile daily/750 mile weekly inclusion
1 Ton Pick-up** \$95.21		\$0.15 per mile for each mile above the 150 mile daily/750 mile weekly inclusion
10 Foot Stakebed** \$100.52		\$0.20 per mile
24 Foot Stakebed** \$106.88		\$0.20 per mile
16 Foot Box Truck** \$85.67		\$0.17 per mile
24 Foot Box Truck** \$96.27		\$0.17 per mile

26 Foot Box Truck** \$96.27		\$0.17 per mile
Weekly rates will be calculated at 5 (five) times the daily rate above; monthly rates will be calculated at 20 (twenty) times the daily rate above.		
*Unlimited daily and weekly miles, 2500 mile cap on monthly rentals with \$0.20/mile additional charge.		
**Trucks can be picked up only at the 4 locations to the right	<p><b>Southwest Indianapolis:</b> 7111 W Washington Street (317) 481-8218</p> <p><b>Northeast Indianapolis:</b> 3414 North Shadeland Ave (317) 543-9962</p> <p><b>Fort Wayne:</b> 5006 Lima Rd. (260) 399-2987</p> <p><b>Mishawaka:</b> 703 W. Edison Rd. (574) 256-3023</p>	

## Additional Renting Information

### Personal Use Rentals in Indiana with Enterprise Rent-A-Car:

- Personal rentals in Indiana receive same contracted rates
- Collision and liability coverages not included with in-State personal use rentals
- Payments by credit card only
- Must be 21 years and older
- Reservations must be made by utilizing account number: **08S3001**

### Personal Rentals originating outside the state of Indiana with Enterprise Rent-A-Car:

- Personal rentals outside the state of Indiana will receive set discounted rates.
- Collision and liability coverages not included with out of State rentals
- Must be 21 years and older
- Reservations must be made utilizing account number: **XZ08D31**

### Other State Agencies and Entities such as cities, towns, counties, municipalities, elected officials, K-12 schools, colleges/universities, and libraries:

- Must contact Jeff Franssen at Enterprise to establish an individual account number
- Payment by credit card or billing as authorized by Enterprise
- Collision and liability coverages not included in rates
- Rate differential charge of \$5/day on all vehicle sizes
- Renters must be age 21 and older
- No fees for 21-25 year old rentals

- No additional driver fees monthly long term rentals:
  - Month or more discounts available if originally set up at the beginning of the rental. These long term rentals must be set up through Jeff Fransen at Enterprise to qualify. Discounts of \$25/month for month 2, \$50/month for month 3, and \$75/month for month 4+ shall be made for these month or more rentals.
  - Renter does not have to be present every 30 days to rewrite branch rental contract with a completed signature on file document completed by the renter at the beginning of the rental.

## Rent or Reimburse

- When determining whether renting or reimbursing is the most cost-effective option for a particular trip, please visit Enterprise’s mileage calculator tool, here: [https://legacy.enterprise.com/car\\_rental/mileageCalculator.do](https://legacy.enterprise.com/car_rental/mileageCalculator.do)
- At that link, you will see the following screen requesting various details pertaining to the upcoming trip. Once information has been entered into all fields, click “Calculate Results” to see whether renting or reimbursing is projected as the more cost-effective option.

[close window](#)

**Rental vs Employee Reimbursement Calculator**

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**Input Values**  
All fields required

Distance to be Traveled:  Miles ▾

Total Days in Trip:

Car Rental Daily Rate: \*  USD ▾

Cost of Fuel:  Gal. ▾

Reimbursement Rate:  USD / Miles

Rental Car Fuel Usage:  Miles / Gal.

\* Actual rate may vary. Additional taxes, surcharges etc. may apply

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# State of Indiana Account Numbers

If your agency is not listed below please contact John Purdy at [jpurdy@idoa.in.gov](mailto:jpurdy@idoa.in.gov) to obtain an account number.

<b>08S3001</b>	State of Indiana-Personal Use	<b>08S3155</b>	Lt Gov Office of Tourism
<b>08S3004</b>	State-Public Employees Retirement Fund-State of Ind.	<b>08S3156</b>	Lt Gov Community and Rural
<b>08S3005</b>	Evansville Psychiatric Childrens' Center	<b>08S3158</b>	Lt Gov Energy and Defense
<b>08S3006</b>	Legislative Services	<b>08S3160</b>	IDEM Land
<b>08S3008</b>	Judicial Center	<b>08S3164</b>	Indiana Finance Authority
<b>08S3009</b>	Criminal Justice	<b>08S3165</b>	Hispanic / Latino Commission
<b>08S3010</b>	Dept of Agriculture	<b>08S3166</b>	Local Government Finance
<b>08S3011</b>	Lt Governor's Office	<b>08S3167</b>	Indiana Historical Bureau
<b>08S3012</b>	Attorney General	<b>08S3168</b>	Indy Dept of Financial
<b>08S3014</b>	Auditor's Office	<b>08S3174</b>	DNR Outdoor Recreation
<b>08S3015</b>	Dept of Admin - IDOA	<b>08S3175</b>	DNR Legal
<b>08S3016</b>	Commission on Public Records	<b>08S3176</b>	DNR Administration
<b>08S3017</b>	Office of Technology	<b>08S3177</b>	DNR Engineering
<b>08S3018</b>	State Personnel	<b>08S3178</b>	DNR Entomology
<b>08S3020</b>	Board of Accounts	<b>08S3179</b>	DNR Fish and Wildlife
<b>08S3021</b>	Revenue	<b>08S3180</b>	DNR Historic Preservation
<b>08S3022</b>	State Police	<b>08S3181</b>	DNR Law Enforcement
<b>08S3023</b>	Adjutant General	<b>08S3182</b>	Nature Preserves
<b>08S3024</b>	Veterans' Affairs	<b>08S3183</b>	DNR Oil and Gas
<b>08S3025</b>	Utility Regulatory Commission - IURC	<b>08S3184</b>	DNR Reclamation
<b>08S3026</b>	Office of Utility Consumer Counselor-OUCC	<b>08S3185</b>	DNR State Parks
<b>08S3027</b>	Insurance	<b>08S3186</b>	DNR Water
<b>08S3028</b>	Worker's Compensation Board	<b>08S3187</b>	State Student Assistance
<b>08S3029</b>	Dept of Labor	<b>08S3188</b>	IN State Museum
<b>08S3030</b>	Alcohol & Tobacco Commission-Excise Police	<b>08S3190</b>	DNR Forestry
<b>08S3031</b>	Horse Racing Commission	<b>08S3192</b>	Secretary of State
<b>08S3032</b>	Integrated Public Safety Commission-IPSC	<b>08S3194</b>	DOH Immunization Program
<b>08S3033</b>	Dept of Natural Resources - Division of Forestry	<b>08s2000</b>	DOH USDA Wic Program
<b>08S3034</b>	Board of Animal Health	<b>08S3204</b>	DOH Morbidity and Risk
<b>08S3035</b>	Dept of Health	<b>08S3206</b>	DOH Aids Prevention
<b>08S3036</b>	Laure Carter Hospital	<b>08S3208</b>	DOH Viral Hepatitis
<b>08S3037</b>	Dept of Environmental Mgmt - IDEM	<b>08S3224</b>	DOH Breast and Cervical
<b>08S3038</b>	Department of Workforce Development	<b>08S3226</b>	DOH HIV Care Grant
<b>08S3039</b>	Public Defender of Indiana	<b>08S3227</b>	DOH Sexually Transmitted
<b>08S3040</b>	Public Defender Council	<b>08S3330</b>	Commission for Higher Education
<b>08S3041</b>	Dept of Correction	<b>08S3333</b>	Dept of Education
<b>08S3042</b>	Arts Commission	<b>08S3335</b>	DOE Language Minority
<b>08S3044</b>	Ind Housing & Community Dev Authority-IHCDA	<b>08S3336</b>	DOE 21 <sup>st</sup> Century Program
<b>08S3045</b>	Family & Social Services-FSSA-Admin	<b>08S3337</b>	DOE Technology
<b>08S3046</b>	Family & Social Services-DMHA	<b>08S3339</b>	DOE School Nutrition
<b>08S3047</b>	Family & Social Services-DDRS	<b>08S3341</b>	Indiana Womens Commission
<b>08S3048</b>	Family & Social Services-Aging	<b>08S3342</b>	DOH Medicare/Medicaid
<b>08S3049</b>	Family & Social Services-DFR	<b>08S3352</b>	Tax Court
<b>08S3050</b>	Family & Social Services-OMPP	<b>08S3353</b>	DNR Land Acquisition
<b>08S3052</b>	Budget Agency	<b>08S3355</b>	Indiana Election Division
<b>08S3053</b>	Gaming Commission	<b>08S3355</b>	Indiana Election Division
<b>08S3054</b>	Bureau of Motor Vehicles-BMV	<b>08S3356</b>	Indiana Protection
<b>08S3055</b>	Professional Licensing Agency	<b>08S3358</b>	Office of Rural Health
<b>08S3056</b>	Ind Economic Development Corp-IEDC	<b>08S3359</b>	DOC Rockville
<b>08S3057</b>	Pen Products - DOC	<b>08S3360</b>	School for the Blind
<b>08S3058</b>	Dept of Education	<b>08S3361</b>	Inspector General
<b>08S3059</b>	Office of Faith-Based & Community Initiatives	<b>08S3363</b>	IN Prosecuting Attorney

- |                |  |                |                                  |
|----------------|--|----------------|----------------------------------|
| <b>08S3062</b> | Dept of Child Services                 | <b>08S3364</b> | Center for Deaf and Hard Hearing |
| <b>08S3063</b> | Soldiers' & Sailors' Children's' Home  | <b>08S3366</b> | Board of Ed                      |
| <b>08S3064</b> | Logansport State Hospital              | <b>08S3400</b> | DOH Childhood Lead and He        |
| <b>08S3065</b> | Madison State Hospital                 | <b>08S3401</b> | DOH Epidemiology and Lab         |
| <b>08S3069</b> | Governor's Office                      | <b>08S3402</b> | Indiana School for the Deaf      |
| <b>08S3071</b> | Tobacco Prevention & Cessation         | <b>08S3403</b> | Governors Council                |
| <b>08S3072</b> | Civil Rights Commission                | <b>08S3404</b> | Evansville State Hospital        |
| <b>08S3074</b> | Homeland Security                      | <b>08S3406</b> | ISDH Teacher of Record           |
| <b>08S3077</b> | Division of Child Service              | <b>08S3407</b> | Public Defender Commission       |
| <b>08S3080</b> | Library                                | <b>08S3408</b> | IEERB                            |
| <b>08S3081</b> | Transportation                         | <b>08S3409</b> | Court of Appeals                 |
| <b>08S3083</b> | Hoosier Lottery                        | <b>08S3410</b> | Neuro                            |
| <b>08S3088</b> | DHS-115012 Planning-Field Coordinators | <b>08S3411</b> | OECOSL                           |
| <b>08S3101</b> | DHS-115032 Response-Recovery           | <b>08S3412</b> | MPH                              |
| <b>08S3110</b> | DHS-115041 State Fire Marshal          | <b>08S3413</b> | OMB                              |
| <b>08S3116</b> | JTAC – Indiana Supreme Court           | <b>08S3415</b> | MPH                              |
| <b>08S3117</b> | DOC Bloomington Parole 5               |                |                                  |
| <b>08S3153</b> | DOC Wabash Valley Correctional         |                |                                  |

## Map of IDOA Fleet Services:

601 W. McCarty Street.

