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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

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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 December 31, 2022

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

(317) 654-8649

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

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

Accounting Supervisor

(317) 763-0479

[tyler.e.forster@ehi.com](mailto:tyler.e.forster@ehi.com)

**Cheryl Rothenberger** (Enterprise contract administrator)

Director of Business Rental

(317) 757-7100

[cheryl.d.rothenberger@ehi.com](mailto:cheryl.d.rothenberger@ehi.com)

# Business Use Rentals

## Agency Tasks:

- Determine if renting a vehicle is warranted. See information under section [Rent or Reimburse on page 7](#) 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 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 9](#)). 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 8](#)) 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 Rental Line.
- 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 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.

In-State Rates				
Car	Van	SUV	Pick Up Truck	Box Truck/Stakebed
Compact* \$40.17/day	Minivan* \$71.07/day	Sport Utility (Compact)* \$67.98/day	Pick-up Truck (Small)* \$81.37/day	16 Foot Box Truck** \$91.67/day
Intermediate* 40.17/day	12 Passenger Van* \$132.87/day	Sport Utility (Mid-Size)* \$67.98/day	½ Ton Pick-up** \$81.37/day	24 Foot Box Truck** \$101.97/day
Standard* \$44.29/day	15 Passenger Van* \$153.47/day	Sport Utility (Large)* \$101.97/day	¾ Ton Pick-up** \$90.64/day	26 Foot Box Truck** \$101.97/day
Full Size * \$46.35/day	¾ Ton Cargo Van** \$100.94/day	Sport Utility (Premium) \$123.60/day	1 Ton Pick-up** \$98.88/day	12-14 Foot Stakebed** \$97.85/day
				24 Foot Stakebed** \$113.30/day

Weekly rates will be calculated at 6 (Six) times the daily rate above

\*3,500 miles per rental for all Vehicle Classeses except pickup trucks, cargo vans, and passenger vans, each of which include 150 miles per day.

\*\*Trucks can be picked up only at the 4 locations to the right

**Southwest Indianapolis:**

7111 W Washington Street  
(317) 481-8218

**Northeast Indianapolis:**

3414 North Shadeland Ave  
(317) 543-9962

**Fort Wayne:**

5006 Lima Rd.  
(260) 399-2987

**Mishawaka:**

703 W. Edison Rd.  
(574) 256-3023

## 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
- Contact your agency travel department, Jeff Franssen or IDOA Travel for reservation code

### 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
- Contact your agency travel department, Jeff Franssen or IDOA Travel for reservation code

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

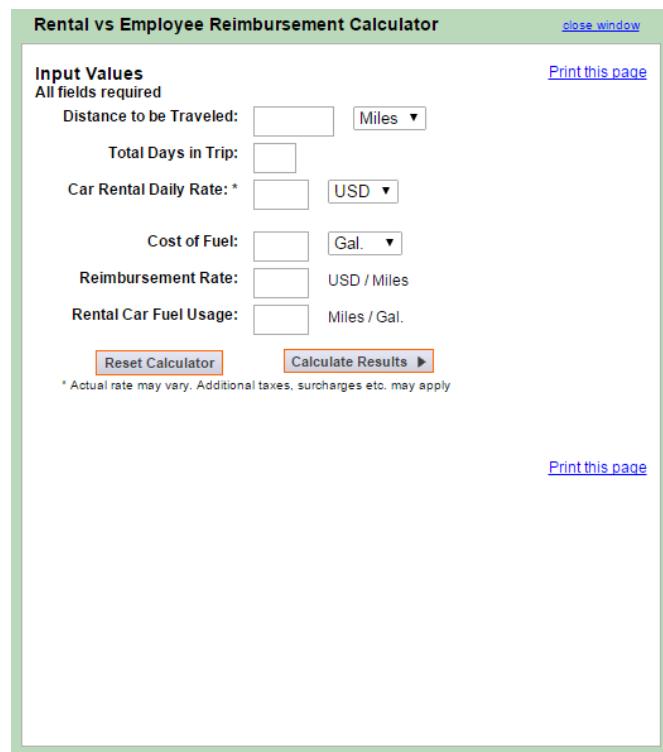
- Must contact Jeff Franssen at Enterprise to establish an individual account number
- Payment by credit card or billing as authorized by Enterprise
- Collision and liability coverages not included in rates
- Rate differential charge of \$5/day on all vehicle sizes
- Renters must be age 21 and older
- 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 Franssen 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 months 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.



The screenshot shows a web-based calculator titled "Rental vs Employee Reimbursement Calculator". The interface is divided into sections for "Input Values" and "Output Results".

**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.

**Buttons:**

- 
- 

\* 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, contact John Purdy at [jpurdy@idoa.in.gov](mailto:jpurdy@idoa.in.gov) to obtain an account number.

<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>	IDEV 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>08S3043</b>	State Fair Commission	<b>08S3336</b>	DOE 21 <sup>st</sup> Century Program
<b>08S3044</b>	Ind Housing & Community Dev Authority-IHCDA	<b>08S3337</b>	DOE Technology
<b>08S3045</b>	Family & Social Services-FSSA-Admin	<b>08S3339</b>	DOE School Nutrition
<b>08S3046</b>	Family & Social Services-DMHA	<b>08S3341</b>	Indiana Womens Commission
<b>08S3047</b>	Family & Social Services-DDRS	<b>08S3342</b>	DOH Medicare/Medicaid
<b>08S3048</b>	Family & Social Services-Aging	<b>08S3352</b>	Tax Court
<b>08S3049</b>	Family & Social Services-DFR	<b>08S3353</b>	DNR Land Acquisition
<b>08S3050</b>	Family & Social Services-OMPP	<b>08S3355</b>	Indiana Election Division
<b>08S3052</b>	Budget Agency	<b>08S3355</b>	Indiana Election Division
<b>08S3053</b>	Gaming Commission	<b>08S3356</b>	Indiana Protection
<b>08S3054</b>	Bureau of Motor Vehicles-BMV	<b>08S3358</b>	Office of Rural Health
<b>08S3055</b>	Professional Licensing Agency	<b>08S3359</b>	DOC Rockville
<b>08S3056</b>	Ind Economic Development Corp-IEDC	<b>08S3360</b>	School for the Blind
<b>08S3057</b>	Pen Products - DOC	<b>08S3361</b>	Inspector General
<b>08S3058</b>	Dept of Education	<b>08S3363</b>	IN Prosecuting Attorney
<b>08S3059</b>	Office of Faith-Based & Community Initiatives	<b>08S3062</b>	Dept of Child Services

08S3063	Soldiers' & Sailors' Children's' Home	08S3364	Center for Deaf and Hard Hearing
08S3064	Logansport State Hospital	08S3366	Board of Ed
08S3065	Madison State Hospital	08S3400	DOH Childhood Lead and He
08S3069	Governor's Office	08S3401	DOH Epidemiology and Lab
08S3071	Tobacco Prevention & Cessation	08S3402	Indiana School for the Deaf
08S3072	Civil Rights Commission	08S3403	Governors Council
08S3074	Homeland Security	08S3404	Evansville State Hospital
08S3077	Division of Child Service	08S3406	ISDH Teacher of Record
08S3080	Library	08S3407	Public Defender Commission
08S3081	Transportation	08S3408	IEERB
08S3083	Hoosier Lottery	08S3409	Court of Appeals
08S3088	DHS-115012 Planning-Field Coordinators	08S3410	Neuro
08S3101	DHS-115032 Response-Recovery	08S3411	OECOSL
08S3110	DHS-115041 State Fire Marshal	08S3412	MPH
08S3116	JTAC – Indiana Supreme Court	08S3413	OMB
08S3117	DOC Bloomington Parole 5	08S3415	MPH
08S3153	DOC Wabash Valley Correctional		
08S3155	Lt Gov Office of Tourism		

## Map of IDOA Fleet Services:

601 W. McCarty Street.

