All faculty, staff, and students of the current State rental car contracts for use on official business that can help reduce travel costs. Did you know that on a day trip to the coast or to Jackson, using a state contract rental car could cut your costs nearly in half? Of course, those savings will depend on the distance, vehicle size, and number of days your travels keep you away from your office. Although you must purchase the fuel on your own and seek reimbursement through the Travel Office, you can pay for rental car using your USM procurement card if you have one.

### OUT-OF-STATE RENTALS
(Arriving at a location out of state)

**HERTZ (PRIMARY)**

- [www.hertz.com](http://www.hertz.com)
- Discount/DCP/Club Code: 68344 or 0068344
- Reservations 800-654-3131
- Corporate Contact: Sam Crawley
- Direct Line: 804-475-2771
- Email: scrawley@hertz.com

**ENTERPRISE (SECONDARY)**

- Corporate # XZ55012
- Reservations 800-261-7331
- Corporate Contact: Cynthia Washington
- Direct Line: 601-420-3745
- Email: Cynthia.B.Washington@ehi.com

**IN-STATE RENTALS** (Departing locally)

**ENTERPRISE**

- Corporate # XZ55012
- Reservations 800-261-7331
- Corporate Contact: Cynthia Washington
- Direct Line: 601-420-3745 fax 1-888-668-5489
- Email: Cynthia.B.Washington@ehi.com

**Local Enterprise Locations:**
- 6148 US Hwy 98 Hattiesburg, MS 601-264-7184
- 410 Broadway Drive Hattiesburg, MS 601-544-0022
- 535 Pass Road Gulfport, MS 228-865-0234
- 8455 Tennessee Avenue Gulfport, MS 228-865-0087
- 11044 Auto Mall Pkwy Biloxi, MS 228-392-6368

**Additional Enterprise In-State Companies:**
(Meridian) Landrum Enterprises/U-Save Car & Truck Rental Corporate # 1413
- Contact: Suzette Landrum Direct: 601-483-5402 Email: usavemer@comcast.net

(Starkville, Tupelo and Louisville Locations) U-Save Car and Truck Rental Corporate ID #MSU1
- Contact: Casey Skelton Direct: 668-461-7368 Email: caseyskelton@gmail.com

- Contact: Cynthia Washington Direct: 601-420-3745 Email: Cynthia.B.Washington@ehi.com

**USAVE**

- Corporate # 1757/1785
- Phone # 601-545-9555
- Corporate Contact: Harry Turner
- Email: usave1757@yahoo.com
- Reservations 800-654-3131

**HERTZ**

- [www.hertz.com](http://www.hertz.com)
- Corporate # 68344
- Corporate Contact: Sam Crawley
- Email: scrawley@hertz.com
- Direct Line: 804-475-2771
- PIB Airport – on site rental office 601-544-4914

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**An intermediate size vehicle is normally the largest rental that will be reimbursed.** Naturally, there will be occasions for which a larger vehicle will be required in order to carry out the state’s business. A e-Waiver request form should be submitted along with the Travel Voucher for reimbursement. The state will not reimburse for rental cars obtained for personal use, such as sightseeing or optional travel to and from restaurants while on official state business travel. Only the rental vehicle which is consistent with the size requirements of the business task to be performed will be reimbursed.
REMINDERS

- Do NOT purchase Collision Damage Waiver (CDW), Loss Damage Waiver (LDW), Supplemental Liability Protection (SLP), and Personal Accident Insurance (PAI). Insurance is provided for employees with the contact (see contact for more information).

- Confirm daily rate is state contract rate when checking out car

- Return Vehicle with full tank of gas or at same level when rented

- **Full Size, Luxury or Sport Utility Vehicles** require a WAIVER prior to renting. Waivers can be found on the Travel website under Travel Forms.

- Rental receipt is required for fuel reimbursement with travel voucher.

**IF YOU ARE IN AN ACCIDENT**

If you are involved in an accident while driving a rental car on University business travel you should:
— Contact the police immediately
— Obtain the Officer's badge number and the phone number of where you would call to get a copy of the accident report
— Contact the State Contract Car Rental Office where you rented the vehicle
— Contact the Campus Accident Liaison (601-266-4414) and inform the representative of the accident. Once you receive a copy of the accident report, forward a copy of it to the representative. They will then file the necessary paperwork for any liability damages caused in the accident.
— Call and request a copy of the accident report be sent to you for your records.

https://www.usm.edu/procurement-contract-services/travel-forms-and-instructions