STATE OF MISSISSIPPI
VEHICLE RENTAL CONTRACTS

RENTAL CAR PROVIDERS

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.

Clicking on the link below will take you to the website set up for university employees to rent vehicles using the state contact.

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

- Hertz (PRIMARY)  www.hertz.com

IN-STATE RENTALS (Departing locally)

- Hertz  www.hertz.com

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.

- **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 eWaiver 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.
OUT-OF-STATE RENTALS

**HERTZ (PRIMARY)**
Corporate # 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: 601-825-1281 x209
Email: Cynthia.B.Washington@ehi.com

IN-STATE RENTALS

**ENTERPRISE**
Corporate # XZ55012
Reservations 800-261-7331
Corporate Contact: Cynthia Washington
Direct Line: 601-825-1281 x209
Email: Cynthia.B.Washington@ehi.com

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

(Brandon) Vanguard Car Rental USA/Enterprise Corporate #XZ55012
Contact: Cynthia Washington Direct: 601-825-1281 x209 Email: Cynthia.B.Washington@ehi.com

**USAVE**
Corporate # 1757/1785
Phone # 601-545-9555
Corporate Contact: Harry Turner
Email: usave1757@yahoo.com

**HERTZ**
Corporate # 68344
Corporate Contact: Sam Crawley
Direct Line: 804-475-2771
Email: scrawley@hertz.com

PIB Airport – on site rental office 601-544-4914
Reservations 800-654-3131

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**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.