Information

Vehicle Rental

Number

PUR - 36.00

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger, Chief Procurement Officer
Procurement Services - Service Complex
University of Louisville, Louisville, KY 40292
502-852-8223
purchase@louisville.edu

History

Original Date: Unknown
Revision Date(s): July 2, 2018; December 4, 2017; June 27, 2023
Reviewed Date(s): February 14, 2020; June 27, 2023

Categories

Reason for Policy:

University established contract.

Statement:

All vehicles should be rented through the current contract holder for all vehicle rentals under compliance with university travel procedures. Procedures for making reservations can be viewed via the Controller's Office website, Emerald Club account (Enterprise/National car rental).

Related Information:

For any University business vehicle rentals, please visit Risk Management's Vehicle Use Policy for information regarding insurance.

If renting a 15 passenger van, please review 15 passenger van guidelines on Risk Management's website.

Vehicle rates can be viewed via the link Vehicle Rates.

"Any violation of the vehicle rental policy and procedures may result in the forfeiture of the use of vehicle rentals."