**Rental Vehicles:**

Do Not Accept additional Liability & Comprehensive/collision insurance. Travelers are automatically covered through the State of Montana as well as Visa. If you purchase additional liability & comprehensive/collision insurance this cost may not be put on the UM Procard or paid by The University. Individuals may choose to add additional insurance at their own expense through the rental car agency. Personal property is not covered under the state’s property insurance. When renting a vehicle from a car agency, individuals who wish to have their personal items covered during their travel may choose to do so at their own expense through the rental car agency or their personal insurance policy. This cost may not be put on the UM Procard or paid by the university.

The State of Montana has signed contracts with Enterprise and Hertz to provide reduced rates for those travelling while conducting official state business, which is the case with student groups, as long as their Primary Traveler (PT) has signed the Request and Authorization for Travel (RAT). This applies to both in-state and out-of-state travel, though in-state rentals should be limited to instances where Motorpool is unable to provide the necessary vehicle(s).

**Enterprise Procedure:**
1. Go to [www.enterprise.com](http://www.enterprise.com)
2. Fill in rental information. On the bottom there is a section called “Optional: Coupon, Customer, or Corporate Number.” Use corporate number `XZ63UOM`.
3. Click Search
4. On the next screen where it asks for a 3 digit pin, enter `UMU`
5. Click Sign In
6. Once you submit you will be given the contracted rates and the option to select the type of car you would like to rent.

**Vehicle Rental, Nationwide-Enterprise/National Rent-A-Car WSCA #9949-A**

**Hertz Procedure:**
1. Go to [www.hertz.com](http://www.hertz.com)
2. Fill in the rental information. At the bottom there is a check box that says I have a discount (CDP, PC, Coupon or Other Code). Click that box.
3. Enter `0066675` next to Discount/CDP/Club Code
4. Submit
5. Once you submit you will be given the contracted rate with any additional surcharges, and then you can select the type of car you would like to rent.

**Vehicle Rental, Nationwide-Hertz WSCA #9949-B**