



ENTERPRISE RENTAL CAR INFORMATION & RESTRICTIONS

- **The Western traveler must be listed as the driver on the rental agreement. The entire rental expense is not reimbursable if any other person not on Western business is listed as a driver.**
- State Enterprise contract rates and insurance are only valid in the United States. Any international rentals should be FULLY insured.
- **For small amounts of personal use**, you must keep track of miles driven. Those miles will be deducted from your reimbursement at the current mileage rate. **If personal use of rental car will be more than just a few miles, a separate rental contract must be made**
- **Unpaved/Off-road** – This is not allowed with Enterprise Rentals.
 - Please contact **Fountain Rental & Leasing**
 - 360-733-7420
 - [2010 Broadway St. Bellingham, WA 98225](#)
- **Renter Different Than Driver** – If the person renting/reserving the car is different from the person who will drive the car:
 - Renter should tell the Enterprise staff to write **“WWU/name of the person signing the contract”**, in the Renter section of the rental agreement.
- **Additional Drivers** – If there are multiple people who are authorized to do the driving:
 - Renter should tell the Enterprise rental location to write **“All authorized Western additional drivers”** in the ADD section of the rental agreement.
- **Decline the collision/loss damage waiver (CDW/LDW) and the supplemental liability insurance (SLI)** because it is included in the Western contract.
- **Decline promotional rates.** These rates do not include the provisions of the contract.
- Decline any other type of insurance as it is not reimbursable.

Using the Car

- Keep track of your gas and parking expenses. Receipts are required for all gas charges and for parking expenses over \$50.
- If your rental car is in an accident, follow the Enterprise guidelines given to you when you picked up the car.
- Re-fuel to the top of the tank prior to returning the vehicle to avoid fuel charges.