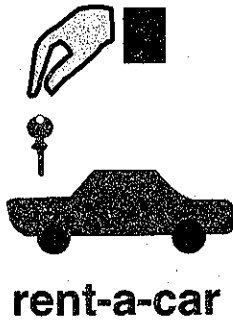


### Policies, Procedures & Protocols



The Purchasing Department recently announced some changes to National Car Rental and Alamo Rent-A-Car agreements with Iowa State University. Effective May 1, 2003, Alamo Rent-A-Car no longer participates in the corporate discount programs. All corporate rental agreements have been assigned to National Car Rental exclusively (only). National will continue to provide free Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) coverage with every rental. Because insurance coverage is provided, the University recommends using National Car Rental whenever possible.

ISU employees are covered for auto liability by the motor vehicle self-insurance program through the Board of Regents, State of Iowa. When renting from other companies while on University business, please follow these guidelines:

1. Travelers may rent vehicles with personal credit cards or their ISU American Express Corporate cards.
2. Do not purchase CDW and/or LDW coverage. Coverage is included in the self-insurance program.
3. If no auto liability insurance is provided with the vehicle, purchase the minimum amount.
4. Rent the vehicle "to Iowa State University, by (your name)."
5. Reimbursement for rental car expense is made after travel is completed.

A motor vehicle insurance card is available as proof of insurance to rental car companies. Cards are available from the Office of Risk Management (294-7711) or ISU Purchasing (294-7040).

If you have specific questions regarding the rental car agreements, please contact ISU Purchasing for assistance.

#### ORM Newsletter

Office of Risk Management

Printed: 6/01

Injuries to university employees while traveling on university business are covered under Workers Compensation. Call Risk Management for more information (515-294-7711).  
**Transportation Services 515-294-3414**  
**Public Safety 515-294-4428**  
**Risk Management 515-294-7711**

Name \_\_\_\_\_

Department \_\_\_\_\_

The above named Iowa State University employee is covered for automobile liability while on approved university business by the **Motor Vehicle Self-Insurance Program** through the **Board of Regents, State of Iowa**.

**BOARD OF REGENTS, STATE OF IOWA**  
**MOTOR VEHICLE**  
**SELF-INSURANCE PROGRAM**

**IOWA STATE UNIVERSITY**

#### Renting Vehicles on University Business

1. **Auto Liability Insurance** – If no liability insurance is provided with the vehicle, buy the minimum amount.
2. **CDW/LDW, Damage Waiver—DO NOT PURCHASE.** Coverage included in the self-insurance program.
3. **Rent the vehicle "to Iowa State University, by ... (your name)."**

To verify coverage or report a claim, contact:  
**Risk Management, 125 Beardshear Hall, Iowa State University, Ames, Iowa 50011 (515-294-7711)**