

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.

**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

e-Waiver request form should be submitted along with the Travel Voucher for reimbursement. The state **will not**

reimburse 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** (Arriving at a location out of state)

**HERTZ (PRIMARY)**

[www.hertz.com](http://www.hertz.com)

Discount/DCP/Club Code: **68344 or 0068344**

Reservations 800-654-3131

Corporate Contact: Nadika Perera

Direct Line: 239-301-7635

Email: [Nadika.Perera@hertz.com](mailto:Nadika.Perera@hertz.com)

**IN-STATE RENTALS** (Departing locally)

**ENTERPRISE**

[http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=UNISSMISS](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=UNISSMISS)

Corporate # **XZ55012**

Reservations 800-261-7331

Corporate Contact: Pharyn-Alexis Thornton

Direct Line: 601-759-3938

Email: [Pharynalexis.thornton@ehi.com](mailto:Pharynalexis.thornton@ehi.com)

**Local Enterprise Locations:**

6148 US Hwy 98 Hattiesburg, MS 601-264-7184

410 Broadway Drive Hattiesburg, MS 601-544-0022

535 Pass Road Gulfport, MS 228-865-0234

8455 Tennessee Avenue Gulfport, MS 228-865-0087

11044 Auto Mall Pkwy Biloxi, MS 228-392-6368

**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](mailto: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](mailto:caseyskelton@gmail.com)

(Brandon) Vanguard Car Rental USA/Enterprise Corporate #**XZ55012** [https://www.nationalcar.com/en\\_US/car-rental/reservation/aboutYourTrip.html?action=resRentalInfo.do&customerNumber=XZ55049](https://www.nationalcar.com/en_US/car-rental/reservation/aboutYourTrip.html?action=resRentalInfo.do&customerNumber=XZ55049)

Contact: Pharyn-Alexis Thornton Direct: 601-759-3938 Email: [Pharynalexis.thornton@ehi.com](mailto:Pharynalexis.thornton@ehi.com)

**USAVE**

Corporate # **1413**

Phone # 601-483-5402

Corporate Contact: Steve Landrum

Email: [Usavemer@comcast.net](mailto:Usavemer@comcast.net)

Website: [www.UsaveMeridian.com](http://www.UsaveMeridian.com)

Reservations 800-654-3131

**HERTZ**

[www.hertz.com](http://www.hertz.com)

Corporate # **68344**

or **0068344**

Contact: Nadika Perera

Email: [Nadika.Perera@hertz.com](mailto:Nadika.Perera@hertz.com)

Website: <http://www.hertz.com>

Direct Line: 239-301-7635

*PIB Airport – on site rental office 601-544-4914*

# 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 contract. Contracts can be found on The Mississippi DFA website- <https://www.dfa.ms.gov/vehicles-rental-services>
- ✓ 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.
- ✓ Rental receipt is required for fuel reimbursement with travel voucher.

## 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.

<https://www.usm.edu/procurement-contract-services/travel-forms-and-instructions>

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