



Western Kentucky University Car Rental Contract

Reservation Instructions:

Reservations should be made utilizing the electronic link on the WKU Travel website "Enterprise Car Rental Contract" or by calling your preferred location and referencing Account Number **XZ58009**.

Age Requirement for Rentals:

Renter must be at least 21 years of age to rent a vehicle for authorized University travel.

Rental Payment:

Each renter should provide a WKU Procurement Card for payment for authorized University travel.

Nearest locations to WKU:

1125 US 31-W By-Pass

Phone 270-782-5600

Hours:

8 AM - 6 PM Monday-Friday

9 AM - 1 PM Saturday

Closed Sundays

1641 Scottsville Road

Phone 270-782-7700

Hours:

7 AM - 6 PM Monday-Friday

8 AM - 1 PM Saturday

10 AM - 3 PM Sundays

Insurance Coverage:

Rentals for University purposes include Full Damage Waiver protection with no Deductible and \$1 million liability protection.

One-Way Rentals

One-way rentals within 500 miles are available to WKU travelers with no mileage or drop charges, including the airport.

Rental of 15 Passenger Vans:

15 Passenger Vans can be rented across the country. All renters must go through the proper training through WKU Parking and Transportation in order to rent these vans.

Fuel Policy:

All 15 Passenger Van rentals for University purpose will be provided with a full tank of gasoline in Bowling Green, KY. All normal Enterprise fuel policies apply at Enterprise Rent-A-Car and National Car Rental locations in North America.

Emerald Club:

All Western Kentucky University employees are offered complimentary membership in the National Emerald Club.

Personal Use (Non-WKU Business):

All Western Kentucky University employees are eligible to use the Enterprise/National discounts for personal use travel. Personal rentals do not include insurance coverage and are subject to normal rental qualifications including taxes. Restrictions may apply.