**Option 1 Using the State Contract Car Rental Vendor**

**How To Rent**

1) Make car rental reservation through the university travel vendor, AAA Travel at 651-1947 or

2) Reservations can be made direct by telephoning the state contract vendor, National Car Rental, **800-CAR-Rent**. Refer to the account **RECAP#5160579** to receive contract rates.

3) If a car is rented without a reservation, directly at the counter, provide National Car Rental company with the Agency Name: State of Georgia (Georgia State University) and the account number **RECAP #5160579**.

**Insurance**

1) At the time of renting the vehicle, **you will not** have to make any insurance selections. Collision coverage (called "Loss Damage Waiver") is **automatically included** in the National Car rental fee. Liability coverage is automatically provided by the State of Georgia, when on business. When you provide the RECAP#5160579, the information provided to the reservation agent indicates this account has LDW and Liability coverage.

2) Should the rental vehicle be stolen, substantially damaged, or otherwise become unusable, National Car rental will, upon notification from the State agency, furnish the State agency (i.e. Georgia State University) with a substitute vehicle or like make and body.

3) When renting a vehicle for business purposes, but personal use is evident, there is liability coverage within reason. Reasonable use would be rental of a vehicle as the mode of transportation while at a conference and using it to go to dinner, or sight-see. Continuing to use the rental vehicle for personal use after business events have ended would not be reasonable if an accident were to occur.

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**Option 2 Renting a Vehicle off State Contract**

**How to Rent**

1) Make car rental reservation using the university travel vendor, AAA Travel at 651-1947 or

2) Reservations can be made direct with any car rental company.

**Insurance**

1) At the time of renting the car, you **will** need to select "Collision" **insurance** coverage (called Loss Damage Waiver or LDW). This will pay for any physical damage caused to the vehicle while you are renting the vehicle. You **will not** need to select Liability coverage as it is automatically provided by the State of Georgia. You will **waive** the Liability coverage.

2) When renting a vehicle for business purposes, but personal use is evident, there is liability coverage within reason. (Example: You've rented a vehicle as the mode of transportation while at a conference. You then decide to use the vehicle to go to dinner, or sightsee, and an accident occurs, the State will provide liability coverage.)

For further information on the procedure for renting motor vehicles, contact the Department of Safety and Risk Management at 651-4320.

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