

State Vehicle Use/Car Rental

1. Use of Departmental Vehicles:

The Department has vehicles available for research and Departmental activities. Every trip should be recorded in the mileage log found in each vehicle. Before you drive the vehicle, please ask your major professor or the person who authorized the trip what account number should be used. The account number must be recorded on the mileage log sheet. Please also write your full name in the "Name of operator" section of the log. See one of the office staff for key and credit card check out. You must have a valid Kansas license, valid vehicle insurance, and be enrolled as a student to use the departmental vehicles. You and/or your personal vehicle insurance will be responsible for any accidents. All accidents must be reported, as required by law. You should also report the accident to your major professor. You are responsible for cleaning the interior of the vehicle after use.

http://www.bae.ksu.edu/files/bae/rules_regulations%281%29.pdf

2. University Motor Pool Procedures:

<http://www.k-state.edu/policies/ppm/6430.html>

3. Renting Cars In-State

You must use the following service:

Enterprise Rent-A-Car www.enterprise.com

Manhattan East:
130 E Poyntz Ave.
785-537-6000

OR

Manhattan Airport:
5500 Fort Riley Blvd Ste. 107
785-537-0557

4. Renting Car Out-Of-State

You may use any leasing company.

Renting cars out-of-state are reimbursed by submitting the official receipt (not service agreement) for the rental or charter with the IGERT Post Travel Form.

Note: Personal Accident Insurance (PAI), Personal Effects Insurance (PEI), and other supplemental liability insurance are considered personal expenses and are *NOT* reimbursable.

KSU Vehicle Policy and Procedures: <http://www.k-state.edu/policies/ppm/6420.html>