

## MEMORANDUM

**To:** The University Community

**From:** Lauren Weitzel, Director  
Purchasing and Campus Services

**Date:** January 17, 2018

**Re:** Enterprise Rentals

Please note that all Enterprise rentals should be made by using the link in the myVille portal.

The link can also be found here:

[https://legacy.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=MILLERU](https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=MILLERU)

To reserve a van or truck please call 717-290-111. Then, in order to ensure the correct account information, your call will be directed according to your needs. For all Millersville University business related travel, use MU Direct Bill and provide your cost center. Enterprise will bill the University directly.

If a vehicle is rented with a toll pass, please note that the traveler is responsible for the tolls. Enterprise can provide an invoice for the tolls, which can be submitted for reimbursement. If the traveler receives notification of a “violation”, the traveler is responsible for disputing or paying the violation. Please contact the number on the form. Any violations that are submitted to the Purchasing Office for reimbursement will be returned to the traveler for payment.

The MU Direct Bill account only includes the following fees: car rental, refueling (when it applies), and out of state taxes. Millersville University will not reimburse travelers for any additional options such as full service option, GPS, Satellite Radio, personal days of trip, etc.

Unless you are flying to a destination, please refrain from renting vehicles at airport locations as they are costlier due to additional airport fees that the University is not exempt from.

If you have any questions or concerns, please contact the Purchasing Department at extension 4181.