

University of Winnipeg in Partnership with - Enterprise Rent-a-Car and National Car Rental

For all bookings (called in or online), Enterprise will require the University's Account Number and Billing Number. Please contact [Purchasing Services](#) for these numbers prior to securing your booking.

Booking Best Practices

- Local Rentals are best serviced by Enterprise Rent-a-Car
- Airport Rentals may utilize either Enterprise or National
- All bookings to reference: Department Name and Department Account/Award Number (this is available to be entered online, by the branch, or at the time of pick up)

Vehicle Bookings

- Obtain a quote and/or reservation online or call the Ellice branch at 204-925-3525 to get a quote or to make a reservation
- Email Purchasing with the reservation number, pick-up & return dates, and your department account number, name(s) of driver(s), and purpose of trip (if using research monies)
- Purchasing will assign an internal Reference number (UWxxxx) to track the booking for invoicing

Online:

https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=XVC6100

Phone:

Enterprise Rent-A-Car Business Rental Reservation Line 1-800-593-0505

National Car Rental Reservation Line 1-800-227-7368

Rental Car Pick-up/Return

- A complete walk-around **must** be performed with an Enterprise representative and any pre-existing damage noted on the rental agreement and initialed at the time of the pick-up.
- Wherever possible, vehicles must be returned during Enterprise business hours and a complete walk-around performed with an Enterprise representative with any damage noted on the rental agreement. If there is damage, see Damage Claims below for next steps.
- If the vehicle cannot be returned within normal business hours, please note that until Enterprise arrives the next morning to check it in, **the vehicle is still considered to be in the possession of the University of Winnipeg. If any damage occurs during after-hours drop off and the time the vehicle is checked in, the University is responsible for any and all damage.** Therefore, it is recommended that every effort is made to return vehicles during business hours, even if it may mean retaining the vehicle for an extra day rental.

Damage Claims

The University of Winnipeg has a Rental Car Insurance Policy through Manitoba Public Insurance (SRE Policy) that covers faculty, staff, students or volunteers (with a valid driver's license) of the University of Winnipeg when renting vehicles in Canada & the United States while on University business. The rental vehicle MUST be registered under the account of the University of Winnipeg.

If an accident occurs while driving a vehicle rented by the University (in Canada or the United States), please complete the following:

- 1) Contact the rental company and let them know of the accident. They will create an incident report.
- 2) Contact Manitoba Public Insurance (MPI);
 - a. If the rental vehicle has a Manitoba license plate, call MPI at 1-800-665-2410 (204-985-7000)
 - b. If the rental vehicle has an Out of Province license plate, call MPI at 1-800-661-6051
 - c. Filing an MPI claim under the University's policy is required to access University coverage, and is still required even if Enterprise files their own claim.

They will require the following information, to the best of your knowledge:

- a. Our insurance policy number: AN2 000025516
 - b. Plate number of the rental car
 - c. Your driver's license number (they will also require the other driver's information if another vehicle was involved)
 - d. A copy of the rental agreement
 - e. A copy of the incident report filed with the rental company
- 3) Send an email to the Risk & Insurance Manager (contact information below) and include: the MPI claim number, Enterprise's Incident Report number, and a brief description of the incident, including the date, time and location. As well send any photos of the damage you may have.

Daniella Penner

E: d.penner@uwinnipeg.ca

P: 204-786-9013

Note: Our deductible is \$300. The rental company will invoice us for the deductible and any down time incurred by the vehicle so please feel free to provide them with Daniella Penner's contact information so that they can forward the invoice on to Financial Services directly.

- 4) If damage has occurred to a vehicle that you are not aware of (ie occurred after hours after the vehicle is dropped off) and you receive a phone call or letter from the rental company reporting damage, **immediately** report the incident to Purchasing Services and provide them with a copy of the letter. They will advise as to the next steps.

Purchasing Services

E: purchasing@uwinnipeg.ca

P: 204-786-9175