



## USNH Vehicle Rental Program

### Updated as of December 1, 2022

Enterprise Rent a Car is the University System of New Hampshire’s preferred rental car provider under contract to provide faculty, staff, students, and alumni with efficient and effective transportation options. With locations adjacent to all main campuses as well as across the country Enterprise harnesses large fleet power to meet the needs of the University System for all drivers 18 and older.

#### **Reservations**

All reservations (**except long term rentals**) should be made online at

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

Reservations can be booked at any Enterprise location or at National brand airport locations through the online portal.

Please be sure to use your area's billing number. Please do not make reservations through the phone or in person without prior approval as it may not capture the contracted prices. For long term rentals or if there are no rentals available online contact the Plymouth office directly at 536-1080 option 4. National provides frequent flyers with an express check-in/check-out option for added value.

<b><u>Rates</u></b>	<b>College/University Travel</b> Ages 18 and up	
Economy Sedan	\$30.25	<p style="text-align: center;"><b><u>One Way Pricing:</u></b> Economy through Full Size Rental Rate is \$60/day. Minivan through Large SUV will be at the daily rate plus \$0.30 per mile.</p> <p style="text-align: center;"><b>** Pickup truck rentals are only with preapproval, they are not covered under the MasterCard Insurance</b></p> <p style="text-align: center;"><b>Leisure Travel</b> 21+ Year Old Driver</p> <p style="text-align: center;">5% Discount      10% Discount Enterprise Rentals    National Rentals</p>
Intermediate Sedan	\$31.75	
Full Size Sedan	\$34.50	
Minivan	\$55.00	
12-passenger van	\$110.00	
Cargo van	\$ TBD	
Standard SUV	\$52.00	
Full Size SUV	\$81.00	
Full Size Pickup Truck	\$65.00 ****	

#### **Taxes & Fees**

Taxes will appear on all reservations but will be removed at the time of payment for all college/university travel. NH based rentals will incur an additional \$3 vehicle license recovery fee (subject to change). Airport locations and out of state rentals are subject to additional location based fees.



## USNH Vehicle Rental Program Details

### **Insurance**

Renters are advised to **DECLINE** all insurance options provided by Enterprise. The primary method of insuring rental cars at USNH is through the Purchase Card (PCard) program and secondary coverage is provided through the USNH Vehicle Insurance Policy. No coverage is provided for leisure travel.

### **Mileage Restrictions**

**NEW:** All listed vehicle classes include **UNLIMITED** free miles.

### **Fuel Purchases**

The University System of NH is exempt from paying Federal fuel taxes of \$0.18/gallon and State of NH fuel taxes of \$0.24/gallon. **All travelers are advised to use a Wex fuel card to purchase fuel for their rental vehicle to avoid these taxes. Purchasing fuel on PCard does not allow you to capture a tax savings.**

### **Greenhouse Gas Emissions Offset**

Enterprise offers a Greenhouse Gas Emissions Offset of \$1.25/rental which is not a USNH allowable charge. Travelers are advised not to select this option when making a reservation.

### **Tolls**

Enterprise has EZ-Pass automatic toll transponders available for out-of-state travel at all airport locations and offices in Durham, Keene, Plymouth, Hooksett, and Concord. Rental cost for the device is \$3.95/day with a maximum of \$19.75/rental which is paid to Enterprise. All toll charges incurred on these EZ-Passes will be billed to the same credit card as the rental through the Highway Toll Administration within 10-15 days. Invoices are available at [www.htallc.com](http://www.htallc.com) or by calling (877) 765-5201. In-state travelers are advised to pay cash for all tolls and follow the USNH Travel Policy for reimbursement.

**Toll charges will come through 2-3 weeks after your travel. Please submit your toll receipt with completed Pcard Expense Form to the FOC at [foc.pcard@unsh.edu](mailto:foc.pcard@unsh.edu)**

### **Payments**

The preferred method of payment for all college/university rentals is USNH Billing Account.

### **Billing Account**

Individuals booking travel should reach out to your Campus Contact for the billing number. This billing account is tied to the designated administrators PCard which will be used to pay for all associated rentals. With changes to the PCard limits and to assure consistency in billing, all rentals must be done through the rental portal and using a USNH Billing number, unless prior exception is granted. See page 2 for department billing number contact information.

### **Long-term Rentals**

Long-term rentals must be made directly with Lewis Rigby at the Plymouth Branch staff. You may reach Lewis by calling 603-536-1080 and choosing option 4. Please note we receive a discount on vehicles rented in 30-day increments. Standard rates apply to the portion of a long-term rental that falls outside of a 30 day increment. e.g. You rent a van for 35 days. You will receive a discount on the first 30 days of the rental but pay a higher rate for the remaining 5 days of the rental. Please speak with Lewis regarding your specific needs.



## USNH Vehicle Rental Program Contacts

### **Enterprise Contacts**

**Jennie Bergeron**  
 Branch Manager  
 Plymouth  
 (603) 536-1080. Select  
 option 4 for local office  
 Jennie.Bergeron@ehi.com

**George Sylvester**  
 Area Manager  
 Northern NH Branches  
 (603) 540-2294  
 George.P.Sylvester@ehi.com

**Account Development Rep Team**  
 Invoices & Billing Issues  
 (888) 426-3293 ext. 6875  
 AccountSupport@ehi.com

**Liz Betz**  
 Enterprise Contract Liaison  
 (781) 752-8395  
 elizabeth.e.betz@ehi.com

### **Campus Contacts**

General questions and assistance available by email [usnh.procurement@usnh.edu](mailto:usnh.procurement@usnh.edu)

**Kelli Kemery**  
 Plymouth State  
 (603) 535-2340  
 kkemery@plymouth.edu

**Tom Weeks**  
 Plymouth State  
 (603) 254-6945  
 thomasw@plymouth.edu

**Lori Tetley**  
 Plymouth State  
 ltetley@plymouth.edu

Billing Account	Contact Email Address	Billing Account	Contact Email Address
Admissions	mlwallace@plymouth.edu	PASS Office	pmmay@plymouth.edu
Athletics - General	l_lavign@plymouth.edu	DPT	ajmarinoboynton@plymouth.edu
Biological Sciences	marsi@plymouth.edu	Academic Affairs	kahersom@plymouth.edu
CES Life	klrussell1@plymouth.edu	Residential Life	ajgrazioso@plymouth.edu
Business AU	Derik.Guild@plymouth.edu	Silver Center	stuartc@plymouth.edu
Community Impact	cakrafton@plymouth.edu	Social Science	kmelanson@plymouth.edu
Computer Science	dboynton@plymouth.edu	Student Life	rszabadics@plymouth.edu
ES&P	marsi@plymouth.edu	Student Clubs	rszabadics@plymouth.edu
Global Engagement	kahersom@plymouth.edu	Student Recreation Programs	adguay@plymouth.edu
HHP	gainsworth1@plymouth.edu	University Advancement	chollingsworth@plymouth.edu
Information Tech	marsi@plymouth.edu	Women's Rugby Club	adguay@plymouth.edu
Men's Rugby Club	adguay@plymouth.edu		