



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**SUBJECT
TRAVEL**

SUB-TOPIC

RENTAL VEHICLES AND RENTAL INSURANCE

A. Rental Vehicles

The State of Texas currently has agreements with Avis Rent-A-Car, Enterprise Rent-A-Car, and Advantage Rent-A-Car. Free Loss/Damage Waiver (LDW) and free primary liability coverage are incorporated in the U.T. Dallas rates. If additional insurance is desired, it must be provide at the employee's expense.

COVERAGE AFFORDED BY U.T. SYSTEM AUTOMOBILE POLICIES

Liability:	\$250,000 bodily injury per person \$500,000 bodily injury per occurrence \$2,500 deductible
Comprehensive:	Up to \$30,000 for property damage for non-owned motor vehicles, \$0 deductible
Collision:	Up to \$30,000 for property damage for non-owned motor vehicles, \$500 deductible
Use of Personal Car on Official University Business:	All the above as excess to employee's personal policy
Long Term Leased Vehicle:	All the above as excess to the lease contract insurance requirements
Short Term Rental Vehicles:	All the above as excess to coverage provided by rental agency. Avis and Advantage provide a base \$100,000/\$300,000/\$25,000 for liability and full coverage for collision and comprehensive. Collision coverage will be provided if CDW is not provided through the Systemwide rent car contract.

NOTE: Personal automobile insurance policies will provide excess coverage to long term leased vehicles and short term rental vehicles in most cases. Individuals may wish to verify this fact with their personal insurance agent.

Collision and comprehensive protection up to \$30,000 per occurrence will be provided for rental vehicles that are secured through an agency that does not provide such coverage by contract with The University of Texas or the traveler has inadvertently not selected the insurance coverage offered by the rental car agency.