**Idaho Falls
School District 91**
A World Class Education

December 2012

RE: Enterprise Vehicle Rental for Out-of-District Travel

The District has a rental contract through Enterprise Rent-A-Car. This contract should be used any time a rental vehicle is needed for employee out-of-district travel, including renting vehicles at airports for ground transportation. Please be aware that when this contract is used outside of Idaho, there may be additional taxes and fees.

Making reservations for vehicles is similar to making airline reservations. Reservations for vehicle rental can be made by calling Enterprise at 1-800-736-8222. The corporate ID# for our District is 47ID098. This number must be used to obtain our contract pricing. **Reservations can also be made online at www.enterprise.com.** When making online reservations, skip Steps 1 and 2 and go directly to Step 3 and enter the District's corporate number (47ID098) in the 'Optional' field and click 'Search'. Enter the District's three character PIN (IDS) and click 'Sign In' and then proceed with the reservation process. All reservations must be charged to a District Purchasing Card and coded to the budget from which the travel was approved.

Please share this information with teachers or other staff that are traveling from your building or program. Reservations are probably best handled by individual travelers after their travel has been approved. This will alleviate the building and program secretaries from trying to guess the rental needs of the traveler.

In some circumstances, it may be necessary to reimburse mileage driven in a personal vehicle rather than renting a vehicle. That decision is the discretion of the supervisor approving the travel request. The District's current reimbursement rate is 44 cents per mile.

As a general rule, students should always be transported in school buses. When this is not possible or practical, a signed permission slip is required from a parent or guardian giving consent for their child to be transported in a personal or rental vehicle.

Please contact the Business Office with any questions.