

Car Rentals

Cost of rental car plus gasoline purchases from personal funds will be reimbursed upon completion of travel if supported by appropriate receipts. Car rental may not be directly billed to NMSU. Employees are encouraged to utilize one of the options below to take advantage of free LDW insurance coverage.

1. Through the NMSU Citicorp Diners Club program, employee cardholders are automatically covered with primary collision damage insurance at no cost for loss or damage to a rental car. Employees should charge the cost of the rental car to their University provided Diners card and decline any insurance coverage offered by the rental agency, except when traveling outside the continental U.S.

2. Rent an Avis car. NMSU's corporate agreement with Avis provides a free Loss Damage Waiver. The corporate agreement number is A832900.

For additional guidelines concerning car insurance go to the Business Procedures Manual Purchasing section 4.45.20

For information regarding NMSU Motor Pool Vehicles go to <http://www.nmsuparking.com/Rental.html>.