

OFFICE OF COMPLIANCE SERVICES
UVM.EDU/POLICIES

UNIVERSITY OPERATING PROCEDURE

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Long-

Regardless of method of payment, auto rental companies require travelers on University business to rent an

4.

3. Immediately notify UVM's Department of Risk Management and Safety by phone 6563242, or email risk.management@uvm.edu
4. Send a complete copy of the rental contract to the Department of Risk Management and Safety.

Although a credit card may provide coverage for automobile accidents when the card is used to rent a vehicle, it only insures as "excess over any other collectible insurance," meaning that the University's insurance would be responsible first. The credit card coverage would rarely pay a claim.

Contacts

Questions concerning the daily operational interpretation of this UD should be directed to the following:	
Title(s)/Department(s):	Contact Information:
Purchasing Services (Regarding contracted suppliers or purchase orders)	(802) 6566610
Risk Management and Safety Office (Regarding insurance inquiries)	(802) 6563241
Disbursement Center (Regarding PurCard or expense reports)	(802) 6564192

Forms/Flowcharts/Diagrams

- None

Related Documents/Policies

- [Automobile Accident Claims Procedure](#)
- [Driver Safety and Motor Vehicle Use Policy](#)
- [Travel Policy](#)
- [Travel Safety Guidelines](#)
- [PurCard website](#)

Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

About This Procedure

Responsible Official:	Vice President for Finance and Administration	Approval Authority:	Vice President for Finance and Administration
Affiliated Policy Number(s):	V. 3.7.2, V. 4.14.3	Effective Date:	January 29, 2019
Revision History:	V. 4.1.19.1 approved November 9, 2006 V. 4.3.19.2 approved August 27, 2010 Policy transitioned to a University Operating Procedure June 14, 2013		

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