**Vehicle Use for Whitman College Business**

When employees require a vehicle for business purposes the College requires the use of rental cars with an outside agency rather than receiving a mileage reimbursement for personal cars. If there is an extenuating circumstance where a personal car mileage reimbursement is necessary, please contact Kirsten Kitamura, Assistant Controller, at ext. 5592 or [kitamurk@whitman.edu](mailto:kitamurk@whitman.edu).

**ENTERPRISE/NATIONAL RENTAL CARS**

Whitman has agreements with both Enterprise and National Car Rentals for discounted rental car rates. The agreements provides low set fees for rental cars which include both collision and liability insurance. Please do not add on any additional insurance when renting your vehicle. Please do not rent from other agencies unless there are no suitable vehicles available by Enterprise/National or they do not service the area you are renting in. To obtain the codes please contact Justin Rodegerdts in the Office of the CFO rodegejd@whitman.edu. These discount codes should be used when renting vehicles for Whitman College business only.

In addition to these business only discount codes, Enterprise has also provided a discount code for employee’s personal use, SBP450D. It provides a 5% discount on any car rental that an employee uses for personal car rentals.

**RENTAL CAR PROCEDURE WHEN RESERVING ONLINE**

1. Go to [Enterprise.com](https://www.enterprise.com/en/home.html) or [Nationalcar.com](file:///\\admfiles\offices\Business\Justin%20Rodegerdts\Rental%20Car\nationalcar.com)
2. Enter your departure and return dates/times
3. Fill in the provided code in the box labeled “Promotion Code”
4. If selecting the invoice option enter in the above Billing # when prompted.
5. Follow the remaining steps to select a vehicle and complete your reservation.

If you have any questions regarding these discounts with Enterprise/National please contact Justin Rodegerdts, Manager of Investments ext 5045 [rodegejd@whitman.edu](mailto:rodegejd@whitman.edu).

**MOTOR POOL VEHICLES**

The College also maintains a motor pool of Turtle-Top Buses and Suburbans for Whitman College Business Use. To rent any motor pool vehicle with a capacity of 10 passengers or more the driver must be van-certified through the Environmental Health and Safety Office. For more details on Motor Pool Vehicles policies or to make a reservation contact Laurie Doohan Admin Assnt for the Physical Plant ext 5925 or go to [whitman.agilefleet.com](https://whitman.agilefleet.com).