

Accident Checklist:

When involved in an accident, follow these procedures:

- If possible, move the vehicle to a safe place.
- Seek medical assistance if necessary (Within the US- dial 911).
- Remain at the scene of the accident.
- Contact the local police.
- Do not discuss fault or liability with the other driver (even if you are at fault).
- Gather as much information as possible about the other driver or owner of the property. This includes insurance information, data from the driver's license, and license plate.
- If possible, take photos of the information.
- If possible, take photos of the scene.
- Obtain a copy of the police report.
- Call the Fermilab Travel Office as soon as possible to report the accident.

Vehicle Return Checklist:

When returning your vehicle to Avis, ensure you have completed the following procedures:

- Fermilab is concerned about being held responsible for damage that may occur to a vehicle after our employees return the vehicle to the rental agency. As such, when completing out processing paperwork, ensure the attendant representative examined the vehicle and noted the condition of the vehicle upon final turn in.
- Make reasonable efforts to re-fuel the vehicle prior to returning your vehicle.
- Obtain a copy of the receipt.

GPS Devices:

Travelers' renting cars in foreign destinations who find it absolutely necessary to rent a GPS unit may seek reimbursement by providing proper justification for the use of GPS.



Rental Car Policy



This pamphlet describes the procedures for car rental while traveling on behalf of Fermilab

Points of Contact

Fermi Travel Office:
630-840-3397
630-840-3398
630-840-8885

After Hours Service:
800-285-6342
Provide ID – 3u6

Avis Customer Service (U.S.):
1-800-352-7900

Renting a Vehicle for Domestic Travel

1. All car rental reservations will be made through the Fermilab Travel Office (630-840-3397 or 630-840-3398). Failure to make proper arrangements may result in you being personally liable for accidents, damage, and personal injury.

Under extenuating circumstances, or if a problem arises after normal business hours, Contact:
After Hours Service **800-285-6342**.
Provide ID – 3u6.

If you must make car rental arrangements, you must provide notice and appropriate documentation to your Division/Section/Center Head or his/her designee and the Travel Office before these costs can be reimbursed.

2. Do not pay for insurance costs. Current coverage includes:

- Collision damage waiver
- Loss damage waiver
- Liability coverage as follows:

\$25,000 for property damage
\$100,000 per person
\$300,000 for all persons

This coverage only applies if you rent through the Fermilab Travel Office

3. Before driving the car off the rental lot, inspect the vehicle for any damage (no matter how small), alert the attendant, and note the damage on the rental car paperwork.

4. If you are involved in any type of accident, refer to the accident checklist at the end of this pamphlet.
5. Do NOT smoke in the vehicle. You will be responsible for any assessed cleaning fees.
6. Make reasonable efforts to re-fuel the vehicle prior to return to the rental car agency.
7. When returning your vehicle, refer to the vehicle return checklist at the end of this pamphlet.

Renting a Vehicle for International Travel

1. All car rental reservations will be made through the Fermilab Travel Office (630-840-3397 or 630-840-3398). Failure to make proper arrangements may result in you being personally liable for accidents, damage, and personal injury.

Under extenuating circumstances, or if a problem arises after normal business hours, Contact:
After Hours Service **800-285-6342**.
Provide ID – 3u6.

If you must make car rental arrangements, you must provide notice and appropriate documentation to your Division/Section/Center Head or his/her designee and the Travel Office before these costs can be reimbursed.

2. To rent a vehicle overseas, you must enroll in the Avis Wizard Program using your Fermilab Travel Card number.

3. Do not pay for insurance costs. Current coverage includes:

- Collision damage waiver
- Loss damage waiver
- Liability coverage as follows:

\$25,000 for property damage
\$100,000 per person
\$300,000 for all persons

This coverage only applies if you rent through the Fermilab Travel Office

4. If traveling in a country that requires insurance beyond the stated amount or additional insurance (such as personal accident insurance), documentation of the additional cost will be required for reimbursement.
5. Before driving the car off the rental lot, inspect the vehicle for any damage (no matter how small), alert the attendant, and note the damage on the rental car paperwork.
6. If you are involved in any type of accident, refer to the accident checklist at the end of this pamphlet.
7. Do NOT smoke in the vehicle. You will be responsible for any assessed cleaning fees.
8. Make reasonable efforts to re-fuel the vehicle prior to returning your vehicle.
9. When returning your vehicle, refer to the vehicle return checklist at the end of this pamphlet.