



Vehicle Rental Instructions

Canadore College and Nipissing University have collaboratively negotiated very favorable vehicle rental rates with **Discount Car Rental** and **Enterprise Rent-A-Car**. Email purchasing@nipissingu.ca for current rates/fees sheet.

These rates apply to the North Bay, Bracebridge and Brantford campuses. Other fees and services such as winter tires, 407 usage and administration fees, refueling charges, mileage and pick-up/ride back services are also depicted on the rates/fees sheet.

These Instructions and rates apply to rentals for periods not exceeding 30 days.

All vehicles are to be rented under the name of Nipissing University and clearly identify the name of the primary driver.

Rental Payment and Insurance Options

- **Nipissing Visa Card** - Personnel who use their Nipissing Visa Card are to waive the CDW Insurance charges if renting vehicles capable of carrying 8 passengers or less. They must however, obtain the CDW insurance coverage for all trucks vehicles capable of carrying more than 8 passengers.
- **Personal Credit Card** – Personnel are to obtain CDW insurance for all vehicle rentals when they use their personal credit cards to rent vehicles for Nipissing University Business.
- **Purchase Requisition** – Personnel that do not use a Nipissing Visa Card or Personal Credit Card to pay for the rental, must purchase the CDW insurance coverage with the car rental agency and are required to complete a Purchase Requisition prior to scheduling the rental vehicle.

Reimbursement for vehicle rentals will include the rental charges, gasoline, insurance and any other miscellaneous charge such as 407 usage and administration fees and winter tire fees.