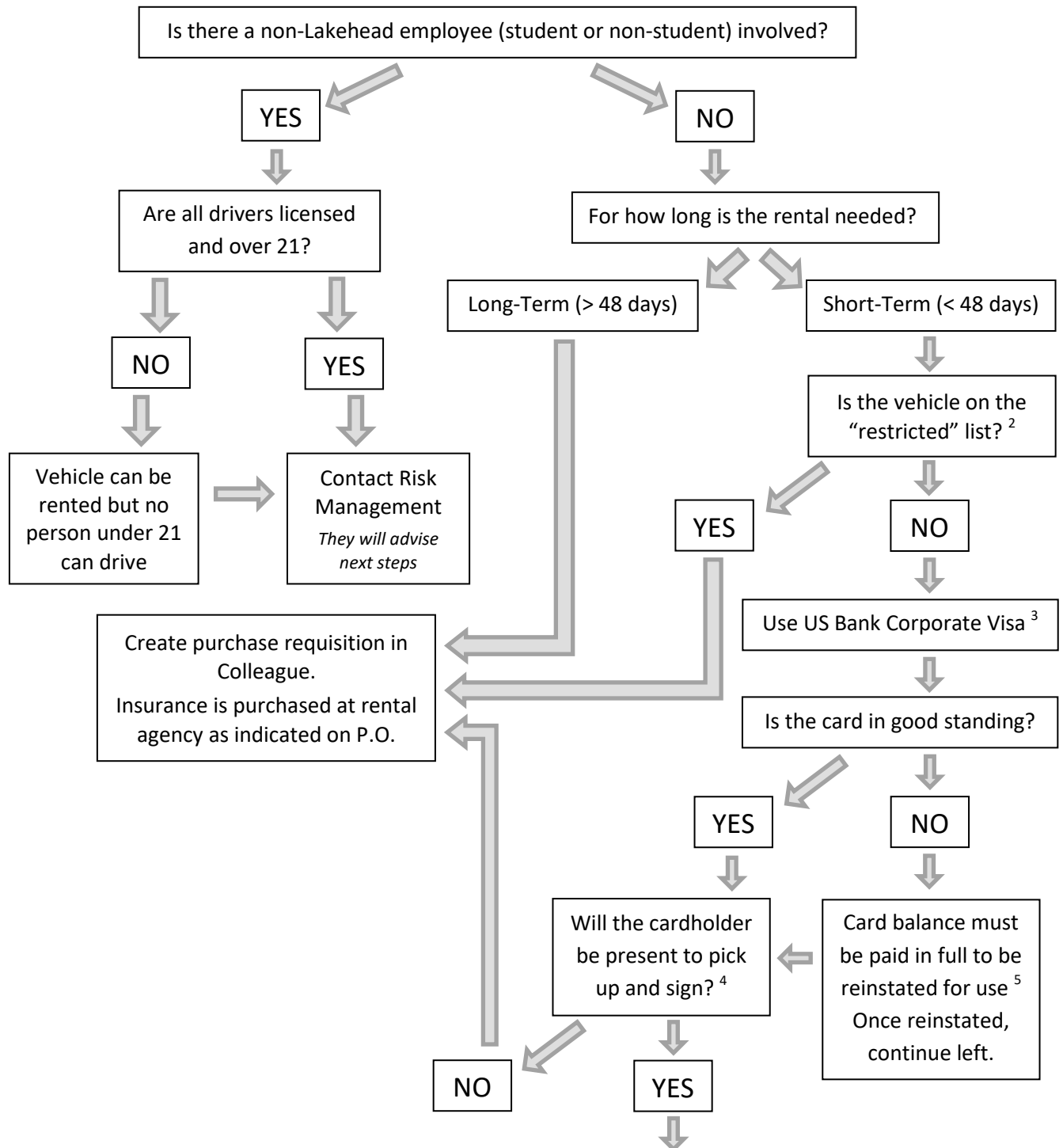


# Flowchart when Renting a Vehicle for University Business

Please read in conjunction with appendix <sup>1</sup>



- Proceed with Vehicle Rental using Lakehead Corporate (Travel) Visa card, remembering:
- Card must be used to pay for entire rental;
  - Cardholder MUST decline Rental Agency's CDW option or similar coverage;
  - All drivers must otherwise qualify under and follow the terms of the rental contract and must be legally licensed and permitted to drive the rental vehicle under the laws of the jurisdiction in which the rental vehicle shall be used;
  - Corporate Card Insurance Certificate will cover only one (1) rental vehicle at a time.

## Appendix

1. This flowchart is not comprehensive and definitive and should be read in conjunction to the University's *Travel Expense Policy; Basic Insurance and Other Risk Management Guidelines for Travel to and from, and Attendance at, Off-Campus Events; and the U.S. Bank Visa Commercial Card: Insurance Certificates.*
2. Restricted Vehicles are as follows:
  - a. Vans, Cargo Vans, or Mini Cargo Vans (other than mini-vans as described in the Insurance Certificate)
  - b. Trucks, pick-up trucks, or any vehicle that can be spontaneously reconfigured into a pick-up truck
  - c. Limousines
  - d. Off-road vehicles — meaning any vehicle used on roads that are not publicly maintained roads unless used in ingress and egress private property
  - e. Motorcycles, mopeds, or motor bikes
  - f. Trailers, campers, recreational vehicles or vehicles not licensed for road use
  - g. Vehicles towing or propelling trailers or any other object
  - h. Mini-buses or buses
  - i. Any vehicle with a manufacturer's suggested retail price (MSRP) excluding all taxes, over \$65,000 CAD, at the time and place of loss
  - j. Exotic vehicles, such as Aston Martin, Bentley, Bricklin, Daimler, DeLorean, Executive, Ferrari, Jensen, Lamborghini, Lotus, Maserati, Porsche, Rolls Royce
  - k. Any vehicle which is either wholly or in part handmade, hand finished, or has a limited production of under 2,500 vehicles per year
  - l. Antique vehicles, meaning a vehicle over 20 years old or which has not been manufactured for 10 years or more
  - m. Tax-free cars
3. Per the Travel Expense Policy (section 3.b.iii.), Lakehead will not reimburse travellers for insurance coverages available through the University's credit card program. For special circumstances, contact Financial Services.
4. The cardholder is ultimately responsible for the rental car, regardless of who was driving at the time of loss. The cardholder is responsible to ensure that any person driving the vehicle is over 21 years of age, is a fully licensed driver, and is familiar with the stipulations laid out in the U.S. Bank Visa Commercial Card Insurance Certificate.
5. Lakehead University will not reimburse cardholders for insurance that was needed to be purchased additionally because of a suspended, closed, or otherwise over-due account, as cardholders are responsible for ensuring their corporate cards are paid in full and on time, every month, per their signed acknowledgement form. Once a card is paid, please contact the Visa Site Coordinator at [creditcard@lakeheadu.ca](mailto:creditcard@lakeheadu.ca) or at extension 8243 to have the card reinstated.