

OTC RENTAL CAR PROCEDURES

OTC has a reduced-rate agreement with Enterprise Rental Car. There are times when it is more cost-effective to rent a car and drive to a meeting or conference than it is to fly or reimburse for mileage. Enterprise has included OTC in their Western States Contracting Alliance agreement that covers the State of Missouri. **This ensures a set rate plan nationwide, and includes collision damage waiver and supplemental liability protection coverage in the rental rate. Drivers renting vehicles for OTC business should NOT accept supplemental insurance protection.**

Enterprise offers direct billing to OTC, or the employee renting the vehicle may pay with their personal credit card. Department procurement cards are not accepted.

To make a car rental reservation via direct bill:

- Provide the Finance Office Secretary with travel information including name of driver, rental location, rental dates, type of vehicle and pick up and drop off times through an email.
- The Finance Office Secretary will make your car rental reservation on your behalf and provide you with a confirmation number.

To make a rental car reservation using your personal credit card:

- Call 417-866-8355, and choose option 4 for a local representative.
- Inform the operator that you are with OTC, and you would like to reserve a rental car. Provide the pickup and drop-off location, as well as dates and approximate times. Your rental rate will be calculated based on the length of your rental – hourly, daily, weekly or monthly. The chart below outlines the rental rate structure. There may be additional surcharges based on the location of the rental:

Vehicle Type	Hourly	Daily	Weekly	30 Days
Sedans				
Compact	\$9.00	\$30.07	\$150.43	\$608.96
Standard/Intermediate	\$9.50	\$31.71	\$158.53	\$634.12
Full Size	\$10.10	\$34.75	\$173.76	\$695.04
Passenger Vans				
Mini Van	\$13.00	\$49.59	\$247.94	\$991.76
12 Passenger Van	\$23.00	\$95.13	\$475.64	\$1,902.56
SUV's				
Sm. SUV (5 Passenger)	\$13.00	\$50.60	\$253.00	\$1,012.00
Lg. SUV (7-8 Passenger)	N/A	\$79.95	\$399.74	\$1,598.96
Specialty				
Luxury/Premium	N/A	\$55.66	\$278.30	\$1,113.20
Jeep	N/A	\$65.78	\$328.90	\$1,315.60
Convertible	N/A	\$65.78	\$328.90	\$1,315.60
Green Vehicles				
Hybrid	\$9.50	\$45.54	\$227.70	\$910.80
Alternative Fuel	\$9.50	\$45.54	\$227.70	\$910.80
Pick-Ups/Cargo				
Small Pick-Up	N/A	\$45.54	\$227.70	\$910.80
Large Pick-Up	N/A	\$49.59	\$247.94	\$991.76
Cargo Van	N/A	\$39.47	\$197.34	\$789.36

OTC will NOT reimburse employees for additional features such as GPS, roof racks, car seats, etc.

Please contact the Finance Office at X4842 if you have any questions or encounter difficulties renting a vehicle.

All travel related forms can be found on the R: Drive in the Finance Office Forms folder.