

DOMESTIC TRAVEL

Please note that purchasing personal vehicle insurance for employee travelers while on domestic travel is NOT reimbursable. The University of Maryland has contracts with 4 rental car companies to include AVIS, Budget, Enterprise, and National. Please use these companies if at all possible to obtain a discount and let them know that the University of Maryland has a contract with these vehicle rental businesses and that the insured is University of Maryland. When signing the rental agreement, the renter must include his/her name, University of Maryland, and State of Maryland.

University of Maryland Discount Vehicle Rental Rates

University of Maryland has discount car rental rates with several companies. Globetrotter, Omega World Travel, and Travel-On also offer discount rates with additional car rental firms. University of Maryland identification numbers should be provided at the time reservations are made. (Globetrotter, Omega World Travel, and Travel-On will do this automatically).

Discount Rate Information		
Company	Business Travel	Leisure Travel
Avis	A535800	A535890
Budget	T586400	T586490
Enterprise	XZ16G80	XZ16G80
National	XZ16G80	XZ16G80

Customers must present a special car rental discount ID, which may be obtained from the University of Maryland [Travel Services](#).

If you choose not to use one of these four companies and to go with an alternate, please put down that you will use your own insurance as the insured. If you are involved in an accident while on University approved travel, please inform both the rental car company and the University of Maryland's Department of Environmental Safety Risk Management, specifically Hector Prieto (Insurance Coordinator,) at hprieto1@umd.edu or at 301-405-3961. He will request that you fill out an accident report form and will work with the rental car company directly to deal with the damages.

For non-employee travelers, only CDW/LDW is reimbursable.

INTERNATIONAL TRAVEL

Please note that if an employee/non-employee traveler is on University approved travel internationally, the traveler is encouraged to purchase car insurance as the University does not cover car insurance for international travel. CDW/LDW is reimbursable. This IS a reimbursable expense on a travel expense statement with the appropriate receipt showing detailed costs and proof of payment.

Contact Christina Nobleman at nobleman@umd.edu with any questions.