

# The Purchasing Post

## Travel

Spring break is here and it makes me think of traveling. Since I am always searching for a topic for The Post, I decided to touch on some of the travel contracts.

Short's Travel Management was awarded the State of Kansas contract for travel services once again. The new agreement is #11485, from 10-1-2008 through 8-31-2013. As before the contract is not mandatory, departments still have the ability to acquire travel accommodations under their own local authority. However Short's does have web capabilities for locating tickets plus they have support to help in emergency situations. To find out more of what Short's Travel and the new contract can provide, please come to the Promotion/Review/Training session hosted by Short's on Wednesday, March 25, 2009 at 9:00 am in Room 207 of the K-State Student Union. No need to sign up and you don't have to stay for the whole session either.

Enterprise Leasing Company is another contract vendor providing travel related services. Contract #09730 has been in effect since 11-1-2006 and goes through 10/31/2009. Its use is required for in-state car rental purposes but not for out-of-state car rental. Convenience factor with Enterprise is that the vehicle rental charges can be applied to the departments' Business Travel Account (BTA). Because there have been some problems with out-of-state rentals charged to the BTA, I am attaching a guideline sheet from Enterprise which may help avoid some problems.

UMB Bank is the third travel related contract, #01014, from 5-1-2005 through 4-30-2010. Departments don't have much actual interaction with this contract so this is just for information purposes. UMB provides the business travel accounts (BTA), but Jody Schlup and Denae Dimler in Accounting/Travel Audit are the primary contact persons regarding this agreement.



## Fiscal Year '09 End Dates

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April 9, 2009

Negotiated Purchases

April 15, 2009

Construction Projects

April 30, 2009

Cover Sheets, Contract  
(DA146) & Real Estate  
(DA47)

May 4, 2009

Purchase Requisitions at  
\$25,000 & over

May 20, 2009

Purchase Requisitions under  
\$25,000





### **Guidelines for using KS Numbers Nationwide**

State of Kansas rents vehicles from Enterprise Rent-A-Car under contract number 09730-A. Each State Agency has their own Enterprise Rent-A-Car account number (KS Number) this account number is directly tied to that agency's UMB/BTA number which is used for payment. When reserving vehicles on a Nation-wide basis the KS number may be used and payment will be billed to the agency's UMB/BTA card as long as the reservation is made using the KS number.

#### **Important points when using KS numbers for Nation-wide rentals:**

- The State of Kansas is set up on a Ghost Account Program with Enterprise Rent-A-Car. The Enterprise representative will not see the credit card until they actually open the rental ticket. The credit card information cannot be viewed during the reservation process.
- The State employee will be asked for a credit card when arriving at the rental counter—they should simply instruct the Enterprise Representative that there is a credit card on file, it is a Ghost Account. Once the Enterprise employee opens the ticket and goes to the payment screen they will see the credit card.
- The UMB/BTA card provides coverage when a State Employee rents a Compact/Mid-size/Full size/Minivan. The State employee should be instructed to deny all coverage's when renting a Compact/Mid-size/Full-size/Minivan under the KS number. The nature of Enterprise Rent-A-Car's computer will not allow nationwide offices to view the Special Instructions under the State of KS account numbers.
- When renting a Cargo Van/Pick up Truck/12-15 passenger van the UMB/BTA card does not offer any coverage's so when renting out side of the State of KS or Greater Kansas City area the State employee will need to add the Collision Damage Waiver (CDW) and Supplemental Liability Protection (SLP) onto the rental bill. This will then be billed to the UMB/BTA card.
- Discounts offered to State employees when renting outside of the State of KS or Greater Kansas City area when using the KS number are as follows:
  - 5% discount off going rates when renting at Enterprise Rent-A-Car locations outside of Rental Car Contract 09730-A.
- Rentals done Nationwide under the KS number will appear on the monthly BTA usage report from Enterprise Report although the local Enterprise office will not be able to pull up rental agreements outside of the contract area which could make reconciling the BTA cards more difficult.
- The State of Kansas is only tax exempt from Sales Tax when renting in the State of Kansas. Rentals done in other parts of the country will be subject to taxes and fees for that particular area.