

Renting Vehicles within the State of North Dakota

University of North (UND) employees must use **State Fleet vehicles for travel within state or originating within the state**. Agencies must obtain expressed permission from the State Fleet Director to use rental vehicles for in-state travel (reference NDCC § 24-02-03.3)

Approval for renting a vehicle in-state for state business must have prior approval by the State Fleet Director.

- 1) Send an e-mail to Robin Rehborg, State Fleet Director at rrehborg@nd.gov and copy to Summer Hunke at shunke@nd.gov with the following information:
 - Name, Department, and phone number.
 - Date rental required.
 - Document why you will not be using a State Fleet Vehicle.

Robin's phone # is: (701) 328-2543.

If permission is granted from State Fleet to rent a vehicle within the State of North Dakota, must use the State Cooperative Contract for Rental Vehicles. Any further questions relating to the rental of motor vehicles, please refer to the UND Risk Management and Insurance web site:

<http://und.edu/finance-operations/environmental-health-and-safety/riskmanagement.cfm>

An employee who has a disability requiring the use of his/her specially-equipped motor vehicle is exempt from using a State Fleet vehicle. Employees using their personal vehicle for state business must have prior approval from the employee's supervisor. If approved, UND employees are entitled to reimbursement of mileage and travel expenses.