

September 2026

Travel, PCard, and Expense Office Hours

Hertz



What's New!

- November 1st is the start of the New IUC Contract Rates and benefits

How does this effect you?

- The way you book today stays the same.
- Same discount code.
- Rates are slightly different.
- Benefits stay the same.
 - Exceptional Competitive Contract Rates
 - Unlimited mileage when returned to the pickup location
 - \$125 drop fee on one-way rentals over 500 miles. Franchise locations \$.25 per mile.
 - Pickup and drop off services at all off airport locations
 - Loss damage waiver included on Business rentals
 - Liability protection coverage include on Business rentals
 - Minimum age 18 on business rentals
 - Basic Roadside assistance available 24/7
- New Leisure rates. Not the same as the business rates.



Hertz Locations

This contract is for in-state and out-of-state locations. Below are the locations closest to OSU.

Ohio State Lima

4240 Campus Drive
Lima, OH 45804

1939 ELIDA RD

Ohio State Newark

1179 University Drive
Newark, OH 43055

1281 LOG POND DR

Ohio State Mansfield

1760 University Drive
Mansfield, OH 44906

1197 W 4TH STREET

Ohio State ATI

1617 Payne Drive
Wooster, Ohio 44691

Not a close location

Ohio State Marion

1461 Mount Vernon Ave.
Marion, OH 43302

1155 DELAWARE
AVENUE



Pickup and Drop off Options

- If the Hertz location is 15 mins from your desired pickup location, with prior request, Hertz can pick you up.
 - Make the reservation
 - Call the location to schedule a pickup
- For drop off, when you get to the location, ask the agent for a drop off option.
- Delivery is an option under this contract for a \$30 fee.



Underage Driver Policies and requirements

- On business rentals, minimum age is 18 and older
- This applies to all vehicles offered under this program
- There is no restrictions on age depending on vehicle class.
- Passenger vans can be driven by a renter 18 years of age or older.
- For Leisure rentals, minimum age is 20 and older



Travel Tips

Common booking and travel mistakes:

1. Making a reservation without using the discount code.
 - All reservations should be made through the provided booking channels
 - Reach out to travel@osu.edu to obtain the correct discount code for booking.
 - Always check the rate provided on the reservation to make sure rates are accurate to contract.
2. Purchasing additional insurances
 - Loss Damage Wavier and Liability are included in the contract rate. Make sure not to purchase additional insurances. If accidently purchased, please reach out to travel@osu.edu for a refund.
3. Not having a correct form of payment at pickup
 - Make sure you have a credit card under your name for payment. If you don't, your reservation needs to be booked under a direct bill account. Reach out to travel@osu.edu for more information.
4. Taking a rental one-way without notifying
 - Not all locations allow one-way rentals.
 - If a rental was not made as a one-way and needs to be taken one-way, please call to make sure you are allowed to take it one way. If price changes, the agent will let you know.



Travel Tips

6. If your travel destination times changes.
 - Please call and change the times to make sure we will have a vehicle ready for you.
7. If you need a vehicle that is not available online (12 pass vans).
 - Please email travel@osu.edu to check on availability with Hertz.
8. If you are getting a higher rate than what is on the contract.
 - Make sure to check the surcharge locations under the contract to see if your destination is a surcharge location.
 - reach out to travel@osu.edu if your location is not on the surcharge list and you are getting a higher rate.
9. Making a reservation under a renter that will not be there to pickup the vehicle
 - The name on the reservation must be changed prior to picking up the vehicle. The name on the reservation needs to match the name on the driver's license and credit card.
10. Adding additional drivers.
 - Any employee or student under business can driver the vehicle. Their name does not need to be added to the rental agreement.

**PLEASE DON'T WAIT TILL THE LAST MINUTE
TO MAKE A RESERVATION.**



Questions or Comments

