Zipcar Departmental Accounts
(For business use only - bills to a UB Procurement Card)

- University departments can get all the benefits of Zipcar by setting up a business account. A Zipcar departmental account can reduce your daily business travel costs since gas, insurance and 180 miles are included in each reservation. Carsharing is a proven green transportation alternative, so you will also be supporting the University’s sustainability efforts. There is no fee to join and no limit on the number of employees you can add to a departmental account.
- Zipcar reservations on a university department account are for business purposes only. Examples include: Transportation to off-site meetings (within 24 hours and/or 180 miles roundtrip), office errands, department guest tours, etc.
- University departments interested in setting up a business account should adhere to the following:

Departmental accounts must be set-up using an approved university P-Card. No other credit cards will be accepted as payment for a Zipcar departmental account. The university will not reimburse for Zipcar charges on any other credit card. For information on the Procurement Card Program contact Procurement Services at 645-2676, or go to:

http://www.business.buffalo.edu/ubbContent/Forms/ps/AuthForm.pdf

1. A department administrator will be identified (see Administrator’s Role below)
2. Reservations made on personal Zipcar accounts will NOT be reimbursed by the department or University
3. The purpose of each trip must be verified and approved by the department administrator
4. The business trip purpose and supporting documents must be submitted to the department administrator each month
5. Departmental use of a Zipcar is limited to short-term trips, up to 24-hours long and within 180 miles roundtrip. For business trips exceeding 24 hours or 180 miles, a rental car should be used instead. Rentals may be arranged through University Facilities

http://www.facilities-buffalo.org/Departments/FacilitiesOperations/Forms/VehicleReservationFaxForm

6. Zipcar members are responsible for all late fees, or fines they incur during a reservation. Late fee charges may be reviewed by the department director. Unless approved by the director, late fees are the responsibility of the employee and will not be reimbursed by the department. Employee should gather supporting documentation of the circumstance leading to the late fine, i.e. verified proof of a business meeting running late
7. Zipcar memberships and cards are not transferrable. Use of Zipcars by unauthorized drivers will not be covered by Zipcar insurance and the department will be responsible for all damages and charges if an accident should occur.
8. Student employees are not eligible for department account membership.
9. Employees and students may not be asked to use their personal Zipcar accounts to conduct department business. Personal account usage will not be reimbursed by the department.
10. Department account members have access to any of the 6,000 Zipcars nationwide during business travel, i.e. conferences.
11. A Zipcar department account member can have a personal Zipcar account. When making a reservation, member will see a drop-down option to charge the correct account.

- Department Administrator's role:
  1. Administrator must be an authorized Procurement cardholder.
  2. Set-up the department account at Zipcar.com/ub. Departmental account applications can be found under the Faculty/Staff Membership heading.
  3. Zipcar will contact the administrator within 3 – 5 days to set up the account, discuss the basics of departmental accounts and answer any questions. The call will last about 15 minutes.
  4. Approve department memberships. Eligible members must be 21+. License and violation history will be checked by Zipcar.
  5. Administrator will notify faculty or staff member when their application for the departmental account has been authorized.
  6. Educate staff on Zipcar departmental account policies and approved usage.
  7. Approve Zipcar business reservations and collect supporting documentation.
  8. Reconcile billed charges; each reservation appears as a separate item.