



March 31, 2015

**Policy on Claims by Car Rental
Companies within the State of Hawaii
for Damage Under Uninsured
Collision Deductible Situations**

TO WHOM IT MAY CONCERN:

This is to advise you that employees of The Research Corporation of the University of Hawaii (RCUH) leasing vehicles from car rental companies within the State of Hawaii are not permitted to exercise the option to obligate the Corporation for the Collision Damage Waiver "CDW" costs under the car rental agreement.

Therefore, should there be an accident involving an RCUH employee driving one of your leased vehicles which results in damage to the vehicle up to the deductible maximum, it will be appreciated if you will, in lieu of attempting to collect from the driver, file your claim in writing, together with all supporting documentation, e.g. copy of Lease, estimate(s) of damage, etc., with:

**The Research Corporation of the University of Hawaii
ATTN: Procurement & Disbursing Manager
1601 East-West Rd, Burns Hall 4020
Honolulu, Hawaii 96848
Phone (808) 956-3969**

We thank you for your cooperation in this matter, and assure you of prompt attention to your claim.

/s/ Erin H. Yoda

Procurement & Disbursing Manager

Form: Attachment 14