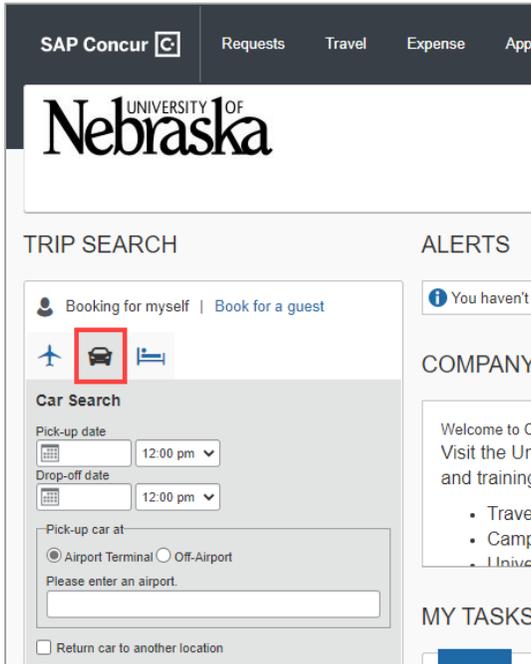


Enterprise car rental is available from the Concur booking tool. This is the preferred method of making reservations to ensure correct billing.

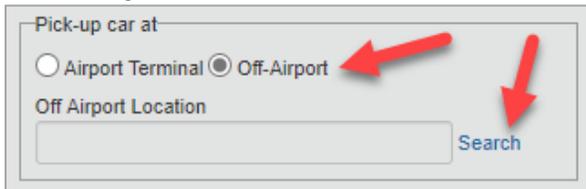
BOOKING IN CONCUR

From within the Concur booking tool, select the car icon to start a reservation.

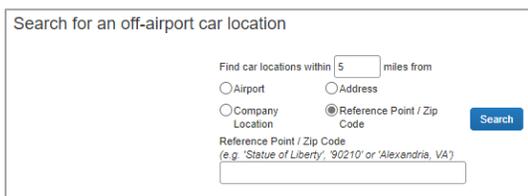


Start a reservation by selecting:

- Pickup dates and times
- Pickup location
 - If selecting Off-Airport, click on **Search**.



- Enter search criteria and click on **Search**



Click [More Search Options](#), make additional selections and click [Search](#). Continue with the reservation process.

BOOKING AT ENTERPRISE LOCATION

When booking with a local Enterprise branch office, be prepared with the following information:

- Employee name, work phone, department, and home phone
- Cost Center or WBS number
- Corporate account number: XZ62295
- Date and time of rental
- Pickup location
- Delivery arrangements

The driver of the vehicle must sign the contract and pick up the keys. Pick-ups can be arranged on campus, at a residence, or a destination of choice. Vehicle delivery before an early morning trip is available after 5:00 p.m. at no additional charge

A receipt will be provided when the vehicle is returned. The receipt should be included with the expense reimbursement for informational purposes only and should not be claimed for reimbursement.

 Direct billing should not be used if personal travel days are involved in a trip.

- The Corporate Class Member ID# XZ62295 can be used to receive the contracted rates for reservations out of town at other Enterprise locations or for travel involving personal days. Personal payment is required for these types of rentals and the reimbursement can be claimed.

University fleet rental program

Vehicles can be rented from the University Fleet Management, which is a great option if the beginning and ending of a trip is from Lincoln. Review the [rental program](#) to see if it is a practical option.