

Rental Car Reservation Procedures for individual TCard and Departmental TCard Rentals. If you wish to use the ATU Ghost Card, you must contact travel@atu.edu for rental instructions.

Rental cars fees should be placed on an ATU travel card. This can be done by either using an individual card, departmental card or the ATU ghost card. These instructions are for the use of the individual Tcard or departmental TCard only. Regardless of which type of TCard is used arequisition must be entered and PO received prior to the car being reserved.

1. Approval must be obtained from the Travel Administrator prior to reserving a rental car. Please emailthe following information to travel@atu.edu to initiate the approval process.

To allow for efficient processing of your request the subject of email should include: **Name of traveler, date of travel, and the words “Car Rental Request”**

1. **When: Dates of pickup time and drop off time**
2. **Who: Name of Driver**
3. **Where: Location of travel (city, state)**
4. **Why: Reason for travel**
5. **Contact number of driver**
6. **Type of vehicle needed: Car, Van, or SUV.**

Once approval is received, please make a requisition to Bank of America (T01007859) for the car rental amount. Instructions on requisition entry can be found [here](#). A departmental PO will be received in your inbox once the requisition has been approved ad processed. This PO number is required when booking your car online. (See step 7.)

2. Access the Enterprise/ATU website at <https://elink.enterprise.com/en/21/05/arkansas-tech-univ.html>

The image shows two screenshots of car rental websites. The top screenshot is from Enterprise, displaying the 'Business Use Rentals' option with a callout box that says 'Select Business Use Rentals.' The bottom screenshot is from National, displaying a yellow box that says 'National will only be used when Enterprise is not available.'

3. Scroll down and complete the following fields. The Location, Renter Age, Corporate Account, and reimbursement rate are pre-loaded. Click Check Availability to display available vehicles.

RESERVE A VEHICLE OR VIEW / MODIFY / CANCEL RESERVATION

1 PICK-UP & RETURN LOCATION (ZIP, City or Airport) * * Required Field

Russellville Sorells Body Shop ✕

Return to a different location (i)

2 PICK-UP * **RETURN ***

10 Jun 2021

12 :00 PM

→

11 Jun 2021

12 :00 PM

RENTER AGE POLICY *

25+

CORPORATE ACCOUNT NUMBER OR PROMOTION CODE (i)

ARKANSAS TECH UNIV-NASPO X

VEHICLE CLASS (i)

All Vehicles

I'm booking on behalf of someone else

Compare Rental vs. Reimbursement Cost

TRAVEL DISTANCE (Miles) *

COST OF FUEL (Per Gallon) *

\$

REIMBURSEMENT RATE (Per Mile) *

\$0.42

CHECK AVAILABILITY

4. Scroll down on the next page of available rentals and click select on Standard.



Standard

Volkswagen Jetta or similar

Automatic 5 People 3 Bags

✓ FEATURES & PRICE DETAILS

PAY LATER

\$35 ^{.10} per day	\$44 ^{.09} total
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SELECT

CUSTOM RATE

✔ Less than reimbursement by \$56.39

Notice the rental is less reimbursement by \$56.39 making the rental the least expensive option between rental and personal mileage reimbursement. Reminder: You must always go with the least expensive option.

5. Click Continue to Review.

Your Selected Vehicle

Standard Volkswagen Jetta		MODIFY
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Insurance And Other Protection Products

Damage Waiver	Included with reservation	✓ DETAILS	✓ INCLUDED
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Equipment

Sirius XM®	\$ 5.99 / day (\$ 49.98 max)	✓ DETAILS	+ ADD
Greenhouse Gas Emissions Offset	\$ 1.25 / rental	✓ DETAILS	+ ADD

[CONTINUE TO REVIEW](#)

6. On this page you will complete your reservation by entering information and making the required selections.

Contact Details

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Phone Number *	
<input type="text" value="+1"/>	
Email Address *	
<input type="text" value="name@domain.com"/>	

Would you like to receive SMS notifications from Enterprise about this rental?

- Yes, I would like to receive text messages about this rental to the phone number on this reservation
- No

By selecting "Yes" above, message and data rates may apply. Message frequency varies and depends on the activity. For more information, please review our [Privacy Policy](#) and [SMS Terms](#). If you choose not to receive text messages about your reservation.

Sign up for Enterprise Email Specials

By selecting this box, you would like to receive email promotions, surveys and offers from Enterprise Rent-A-Car. We will produce content & ads tailored to your interests. Please understand that there is no charge and that you can unsubscribe at any time by contacting us. Please consult our [Privacy Policy](#) and our [Cookie Policy](#) to find out more.

Confirm Trip Purpose

Your account is associated with ARKANSAS TECH UNIV-NASPO. Are you traveling on behalf of ARKANSAS TECH UNIV-NASPO?

- Yes
- No

7. Select “No” on the billing section as this will not be charged to the ATU Ghost Card and complete the Additional Details section with the mandatory PO number and traveler’s T number.

Billing

I am authorized for billing privileges and am choosing to bill **ARKANSAS TECH UNIV-NASPO** for this rental.

Yes

No

Additional Details

PO Number *

PO Number

Arkansas Tech ID Number (T IDNumber) *

Arkansas Tech ID Number (T IDNumber)

8. Select your preferred option from the Save Time At The Counter section and click Reserve Now to complete the booking.

Save Time At The Counter

Provide more rental details and spend less time at the counter.

- You won't be charged right now
- You can cancel at any time
- It should only take a couple of minutes

Would you like to save time at the counter?

Yes, I'd like to save time

No, I'll provide my information at the counter

① LOOKUP YOUR DETAILS → ② VERIFY / COMPLETE YOUR DET.

DRIVER'S LICENSE

Issuing Country *
United States

Issuing Authority *
Select

Driver's License Number *

NEXT

Your information will be submitted over a secure connection.

Complete Your Booking

You will be charged when you pick up your rental.

RESERVE NOW

Once clicking Reserve Now your booking is complete! Remember to retain a detailed rental receipt for submission with your individual or TCard log.