

## Rental Car Reservation Procedures for individual TCard Rentals for Athletics.

If rentals are obtained through Cogswell Motors, ATU insurance does not cover these rentals. Your personal vehicle insurance will cover any damage to the vehicles. Cogswell Motors will not accept the ATU insurance coverage for rentals. Enterprise rentals are covered under the State contract and ATU insurance.

Rental cars fees must be placed on your individual ATU travel card. **A PO must be in place prior to the reservation of the rental car.**

1. Approval must be obtained from the Travel Administrator prior to reserving a rental car. Send travel@atu.edu the season schedule and a blanket permission will be given for all rentals for that season. Once approval is received, enter a requisition to Bank of America (T01007859) for the car rental amount. A departmental PO will be received in your inbox once the requisition has been approved and processed.

**Once your PO is received, secure the rental with Cogswell or Enterprise. Contact Travel Services for all 15 passenger van rentals from Enterprise all other Enterprise rentals follow the steps below.**

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

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

**Enterprise**

**Business Use Rentals**  
Renter will be required to provide credit card at time of rental. For direct billing, ask your travel manager for special billing account number.

**Personal Use Rentals**  
This option is for leisure travel and will require you to provide payment and insurance information at the time of rental.

**National**

**National will only be used when Enterprise is not available.**

**Business Use Rentals**  
Renter will be required to provide credit card at time of rental. For direct billing, ask your travel manager for special billing account number.

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

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**

---

|                                     |   |                        |
|-------------------------------------|---|------------------------|
| <b>Standard</b><br>Volkswagen Jetta |  | <a href="#">MODIFY</a> |
|-------------------------------------|---|------------------------|

---

**Insurance And Other Protection Products**

---

|               |                           |                         |                          |
|---------------|---------------------------|-------------------------|--------------------------|
| Damage Waiver | Included with reservation | <a href="#">DETAILS</a> | <a href="#">INCLUDED</a> |
|---------------|---------------------------|-------------------------|--------------------------|

---

**Equipment**

---

|                                 |                              |                         |                       |
|---------------------------------|------------------------------|-------------------------|-----------------------|
| Sirius XM®                      | \$ 5.99 / day (\$ 49.98 max) | <a href="#">DETAILS</a> | <a href="#">+ ADD</a> |
| Greenhouse Gas Emissions Offset | \$ 1.25 / rental             | <a href="#">DETAILS</a> | <a href="#">+ ADD</a> |

---

[CONTINUE TO REVIEW](#)

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

### Contact Details

|  |                      |
|--|----------------------|
| <b>First Name *</b>                          | <b>Last Name *</b>   |
| <input type="text"/>                         | <input type="text"/> |
| <b>Phone Number *</b>                        |                      |
| <input type="text" value="+1"/>              |                      |
| <b>Email Address *</b>                       |                      |
| <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. 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.