

Rental Car Reservation Procedures

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. Regardless of which type of TCard is used a requisition must be entered and PO received prior to the car being reserved.

Approval must be obtained from the Travel Administrator prior to reserving a rental car. Please email the 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.**

Every effort is made to handle approval requests in a timely manner.

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](#).

Access the Enterprise/ATU website at <https://www.enterprise.com/en/business-car-rental/rental-reimbursement.html>