

TechBuy Guidelines for Renting Cars from National Car Rental:

The following guidelines are intended to provide assistance for individuals entering requisitions who are renting cars from National Car Rental. The Procurement Services Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of a conflict between these guidelines and operating policies, the operating policies shall prevail.

1. TechBuy - Vehicle Rental Form:

On the TechBuy homepage, select the "TTU Forms" dashboard to locate the **Vehicle Rental** form. Click on the Enterprise Reservation Link at the top of the form.

1

Common Forms

Forms

TTU Non-Catalog Form Master

TTU Informal Bid Form (50K - 100K)

TTU Direct Pay

TTU-Guest Lodging

TTU Vehicle Rental

TTU Gifts, Awards & Prize Form

TTU Federal Equipment Form*

TTU Animal Purchases

TTU Construction Form

TTU One Time Payment Form (Emplo...

Form • TTU Vehicle Rental - Enterprise Car Rental

General Information

Enterprise Reservation Link

THIS AUTHORIZATION IS FOR OFFICIAL BUSINESS TRAVEL ONLY. You may use the link to make personal discounted reservations, however, the University cannot pay for such expenditures.

This form may be used for online reservations from either Enterprise or National Car Rental. With either company, the order will be placed with Enterprise Rental Cars.

2. **Business Use Direct Bill:**


Select the Business Use Direct Bill option for National.

3. **Setting up the reservation**

Click on the Location Guide to complete the Pickup Location and then complete the Pickup Date and Time and Drop-off Date and Time. Note, you do not have to have an Emerald Club membership to complete the direct bill reservation form. The Emerald Club number can't be used when reserving the National vehicle. The Emerald Club number must be supplied to the National employee at the counter when picking up the vehicle. Click on the Continue button.


Click Continue using the Corporate Account Number: Texas Tech University – Direct Bill

Trip Optimizer



Business Use Direct Bill

Personal Use



Business Use Direct Bill

Personal Use

Start a Reservation

LOCATION

Lubbock, TX, US

RESERVE FOR SOMEONE ELSE

PICK UP

Feb 3

8:00 AM

RETURN

Feb 7

8:00 AM

RENTER'S AGE

25+

ACCOUNT NUMBER (TEXAS TECH UNIVERSITY - DIRECT BILL) / COUPONS

ACCOUNT NUMBER

TEXAS TECH UNIVERSITY - DIRECT BILL

COUPON 1

ADD COUPON +

ADD COUPON +

NEXT

4. Choose a Vehicle Class

Please select the desired class of vehicle.

If you rent anything larger than a full-size sedan, you will need to justify the larger vehicle.

Select Vehicle

KEY FACTS & POLICIES


FILTERS ▾ 14 Results

Custom Rate. See features & pricing for more details.

Economy Car

Mitsubishi Mirage or similar

FEATURES & PRICING ▾



AUTOMATIC

👤 4 🚗 2

\$ 33.00 / day

\$ 192.32 Total


SELECT

Custom Rate. See features & pricing for more details.

Compact Car

Nissan Versa or similar

FEATURES & PRICING ▾



AUTOMATIC

👤 5 🚗 2

\$ 34.00 / day

\$ 197.22 Total


SELECT

Custom Rate. See features & pricing for more details.

Midsize Car

Hyundai Elantra or similar

FEATURES & PRICING ▾



AUTOMATIC

👤 5 🚗 3

\$ 36.00 / day

\$ 207.00 Total


SELECT

Custom Rate. See features & pricing for more details.

Standard Car

VW Jetta or similar

FEATURES & PRICING ▾



AUTOMATIC

👤 5 🚗 4

\$ 36.00 / day

\$ 207.00 Total

SELECT

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5. Insurance Coverage, Equipment Rental, and Roadside Assistance


When picking up the rental vehicle, **decline** all optional insurance coverage and equipment and roadside assistance. Loss Damage Waiver (LDW)/Collision Damage Waiver (CDW) and roadside assistance is included in the university contract, and Personal Accident Insurance (PAI) is not reimbursable. **It is especially important to make sure you decline this coverage when picking up a vehicle at an out-of-state branch, since they are not familiar with the contract.** The renter will be responsible for paying for optional insurance coverage or equipment that is not business related

Add-Ons



[KEY FACTS & POLICIES](#)

Compact Car

Nissan Versa or similar



AUTOMATIC

 5  2

\$ 136.00 Vehicle

\$ 0.00 Add-on

\$ 197.22 Total

INCLUDED IN YOUR RATE

Loss Damage Waiver, Roadside Protection

CONTINUE TO REVIEW

PROTECTION PRODUCTS (2)

Loss Damage Waiver

DETAILS ▼

Roadside Protection

DETAILS ▼

EXTRAS (0)

SiriusXM®

DETAILS ▼

\$ 5.99 / day

ADD

GPS Navigation Device

DETAILS ▼

\$ 9.99 / day

— 0 +

CO2 Offset

DETAILS ▼

ADD

Infant Seat

DETAILS ▼

— 0 +

Child Safety Seat

DETAILS ▼

— 0 +

Fuel Service Option

DETAILS ▼

\$ 2.05 / gallon

ADD

DECLINE

CONTINUE TO REVIEW

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6. Review > Return to TechBuy: Vehicle Form

Confirm the details and then return to the TechBuy requisition. In TechBuy, complete the Vehicle Rental form:

- ❖ **Quantity**, enter “1” (Don’t worry about trying to itemize the number of days; consolidate all charges into a single line item for ease of use.)
- ❖ **Authorized Charges**, enter the total amount from the rental car reservation link (the amount shown at the bottom of the reservation review)
- ❖ **Packaging**, enter “1”
- ❖ **Product Description**, enter the type of vehicle you are renting and a brief description of the purpose and the city you are traveling to. For example, “Full size sedan for business trip to Austin” or “Minivan for student field trip to El Paso.”
- ❖ Under **Additional Information**, list each driver that will be driving the vehicle and the date you will be picking up the vehicle and the date you will be returning. Note, if there will be more than four drivers, list the drivers on a separate document and attach the document in External Attachments.
- ❖ **Purpose/Benefit Statement**, provide a statement about the purpose of the travel and how it benefits the university. This can be similar to the purpose/benefit statements used for online travel documents. This is also the field that should be used for **explaining/justification for oversized vehicles, such as minivans or SUVs.**

TTU Vehicle Rental - Enterprise Car Rental

Available Actions: Add and go to Cart

Go

Close

General Information

Enterprise Reservation Link

In the product description enter "Estimated expenses for vehicle rental program for Texas Tech University"

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Purpose/Benefit Statement

Please provide a statement relating to the vehicle rental and the resulting benefit to the University. Refer to the How To guide for Vehicle Rental for example.

Raider Red will be attending the pro-leadership conference in Dallas to collaborate with other university mascots representing 35 different institutions across the country.

828 characters remaining

expand | clear

Supplier Information

Supplier

Enterprise Rent A Car of Texas

Fulfillment Address

PO Purchase Order 1:
4210 S Congress Ave
Austin, TX 78745-1104 US

Supplier Phone

+1 512-912-0332

Order Information

Quantity

1

Authorized Charges (vehicle charge plus Additional Authorized Charges)

197.22

Packaging (UOM)

1

EA - Each

Product Description (the first 250 characters will appear on the check stub).

Rental vehicle for Raider Red who will be travelling to Dallas, TX from 02/03/2020 - 02/07/2020

159 characters remaining

expand | clear

Additional Information

Driver Name #1

Raider Red

Rental pick-up date

02/03/2020

mm/dd/yyyy

Rental return date

02/07/2020

mm/dd/yyyy

Type of vehicle

Compact

Location of vehicle pick-up

Lubbock Preston International

Location of vehicle return

Lubbock Preston International

Driver Name #2 (alternate if applicable)

Driver Name #3 (alternate if applicable)

Driver Name #4 (alternate if applicable)

Total

0.00


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7. Submit Requisition > Return to National Reservation Window

When you have submitted the TechBuy requisition, it will be assigned a requisition number. **When you have the requisition number, please go back to the National reservation window to complete the direct bill reservation.** Enter the driver’s name, a phone number, an email address, and the TechBuy requisition number. (Please note that this requisition number is essential for billing purposes. It links the TTU PO to the National invoice when it is submitted for payment.) Click on **Reserve For** when the fields are filled in.

Compact Car [Modify](#)

Nissan Versa or similar
Automatic




An overview of your rental terms (inclusions, exclusions,potential additional costs and more).
[View Key Facts & Policies](#)

LOCATION [Modify](#)

Lubbock Preston Smith Intl. Airport (LBB)

PICK UP [Modify](#)

Mon, Feb 3 at 8:00 AM
Counter 

RETURN [Modify](#)

Fri, Feb 7 at 8:00 AM

ADD ONS [Modify](#)

Loss Damage Waiver • Roadside Protection

Estimated Total

\$ 197.22 USD

PRICE BREAKDOWN ▼

ACCOUNT NAME

TEXAS TECH UNIVERSITY - DIRECT BILL

Driver Information

*Required to complete your reservation

FIRST NAME*

Raider

LAST NAME*

Red

EMAIL ADDRESS*

raider.red@ttu.edu

☐ Receive Email Promotions from National.

By selecting this box, you would like to receive email promotions, surveys and offers from National Car Rental. Note that produce content & ads tailored to your interests. Please understand that there is no charge and that you can unsubscribe contacting us. Please consult our [Privacy Policy](#) and our [Cookie Policy](#) to find out more.

PHONE NUMBER

999-999-9999

Payment Information

*Required to complete your reservation

Please select a method of payment.

METHOD OF PAYMENT*

Use Other Billing Number ▼

BILLING NUMBER*

Additional Details

*Required

REQUISITION NUMBER*

123456789

The travel administrators for TEXAS TECH UNIVERSITY - DIRECT BILL will be emailed rental details for this reservation.

RESERVE FOR \$ 197.22

Please contact purchasing@ttu.edu for the Billing Number

Please print a copy of the reservation and attach it to the requisition as a comment

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Important Notes:

- ❖ Enterprise and National are owned by the same corporation, so the vendor on the requisition will be the same for both rental car companies.
- ❖ Enterprise Contact Information:
 - ❖ Mike Powell
 - Email: michael.v.powell@em.com
- ❖ Be sure to make the reservation in the name of the person who will be picking up the vehicle. That person will be asked for a valid US-issued driver’s license and if it does not match the name on the reservation, the vehicle will not be rented under this direct bill agreement. National/Enterprise waives the youthful driver surcharge for eligible renters who are eighteen (18) to twenty-four (24) years old.
- ❖ Remember the **university’s travel policies**:
 - If you rent anything larger than a full-size sedan, you will need to justify the larger vehicle.
 - When picking up the rental vehicle, **decline** all optional insurance coverage and equipment and roadside assistance. Loss Damage Waiver (LDW)/Collision Damage Waiver (CDW) and roadside assistance is included in the university contract, and Personal Accident Insurance (PAI) is not reimbursable. **It is especially important to make sure you decline this coverage when picking up a vehicle at an out-of-state branch, since they are not familiar with the State of Texas contract.** The renter will be responsible for paying for optional insurance coverage or equipment that is not business related.
- ❖ National does not charge a drop-off fee for “one way” rentals returned here in Texas—a vehicle that is rented at one National branch and dropped off at another National branch here in Texas. **There are one-way rental charges for vehicles returned to National locations outside Texas.**
- ❖ When completing the requisition, please use standard travel account codes as applicable. Some of the more common account codes used are as follows:

7B0005 In-State Auto Rental	Rental for TTU employees or students
7B1005 Out-of-State Auto Rental	Rental for TTU employees or students
7B5004 Prospective Employee Auto Rental	Rental for Prospective Employee
7B6002 Student Group Travel Field Trip	Rental for Student Group Trips

- ❖ The rental vehicles will be paid on a purchase order, so don’t claim the vehicle on your travel voucher. However, if you do buy gas for the rental vehicle, Travel Services will need to know that the rental vehicle has been placed on a PO. So when you claim the gas expense, you should note something like “Gas for rental vehicle on P0123456.”
- ❖ Standard receiving rules will apply to vehicles rented on a purchase order, so you must do a receipt for vehicles on state FOPs (beginning with 11 or 12) and SPAR funds (beginning with 21, 22 or 23).