

Quick Links

OP 79.13 > Enterprise Email >

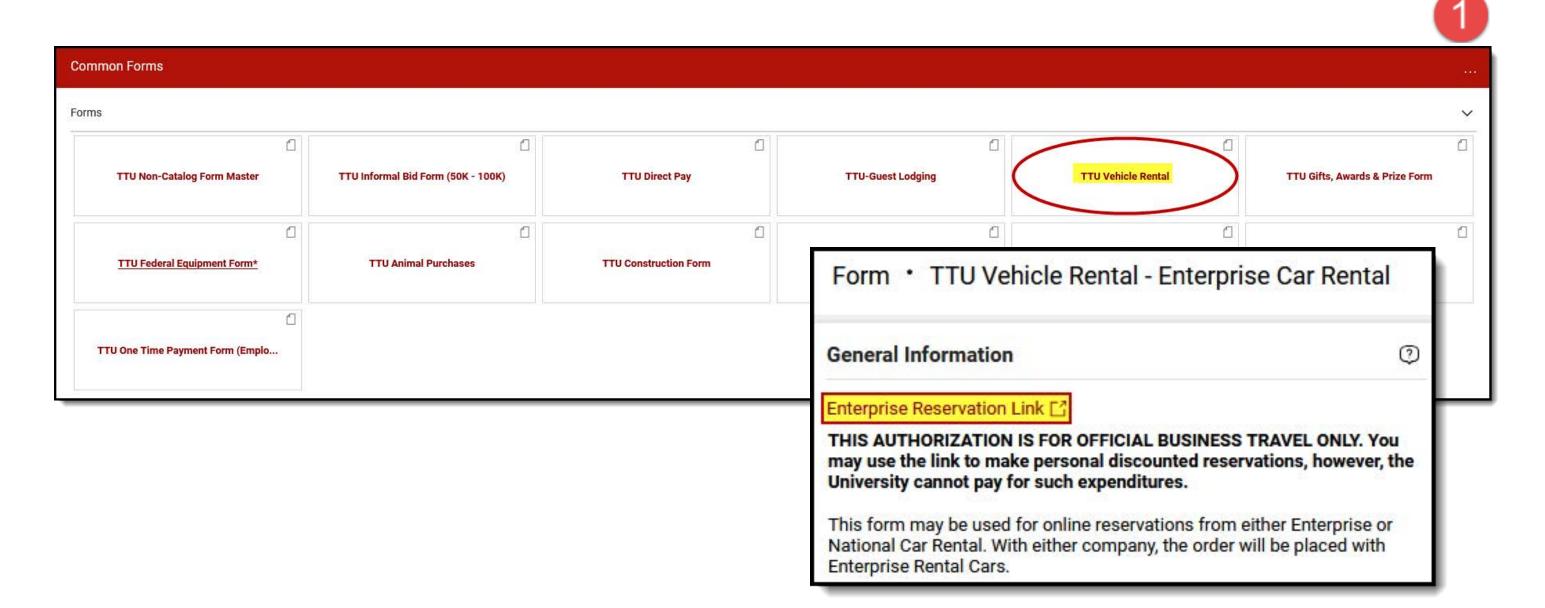
Account Codes > Oversized Vehicles >

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.







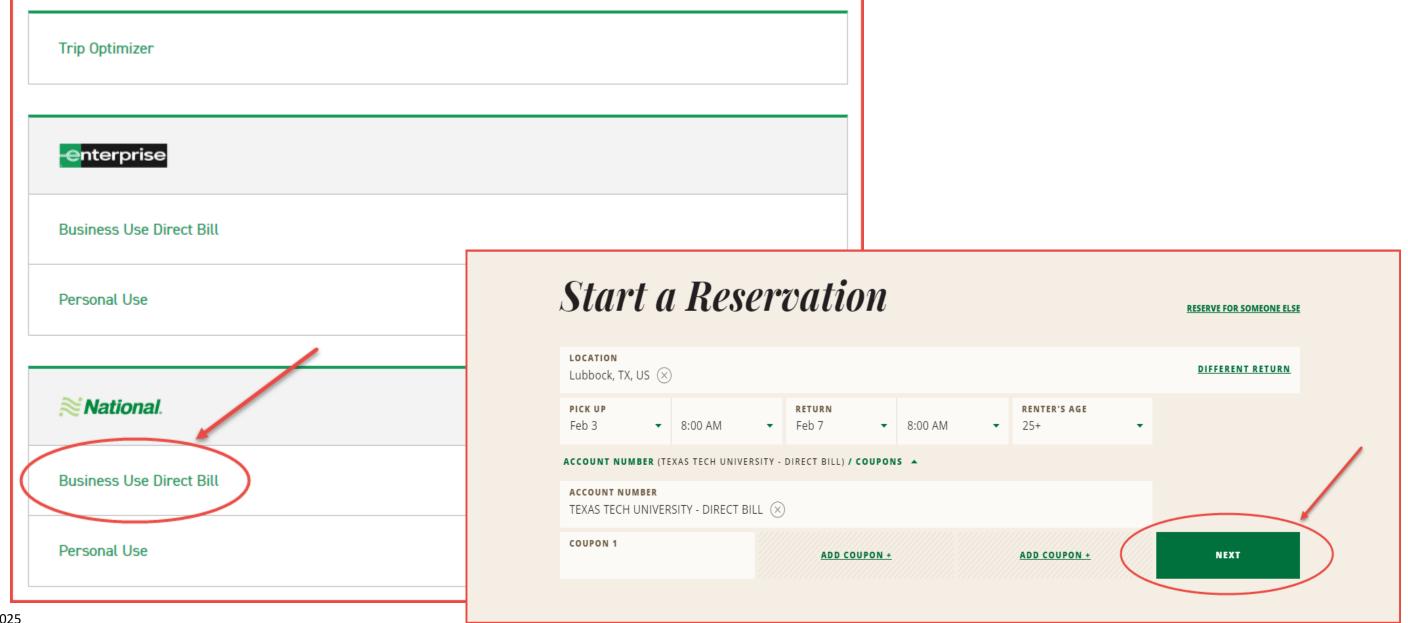
2. Business Use Direct Bill:

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



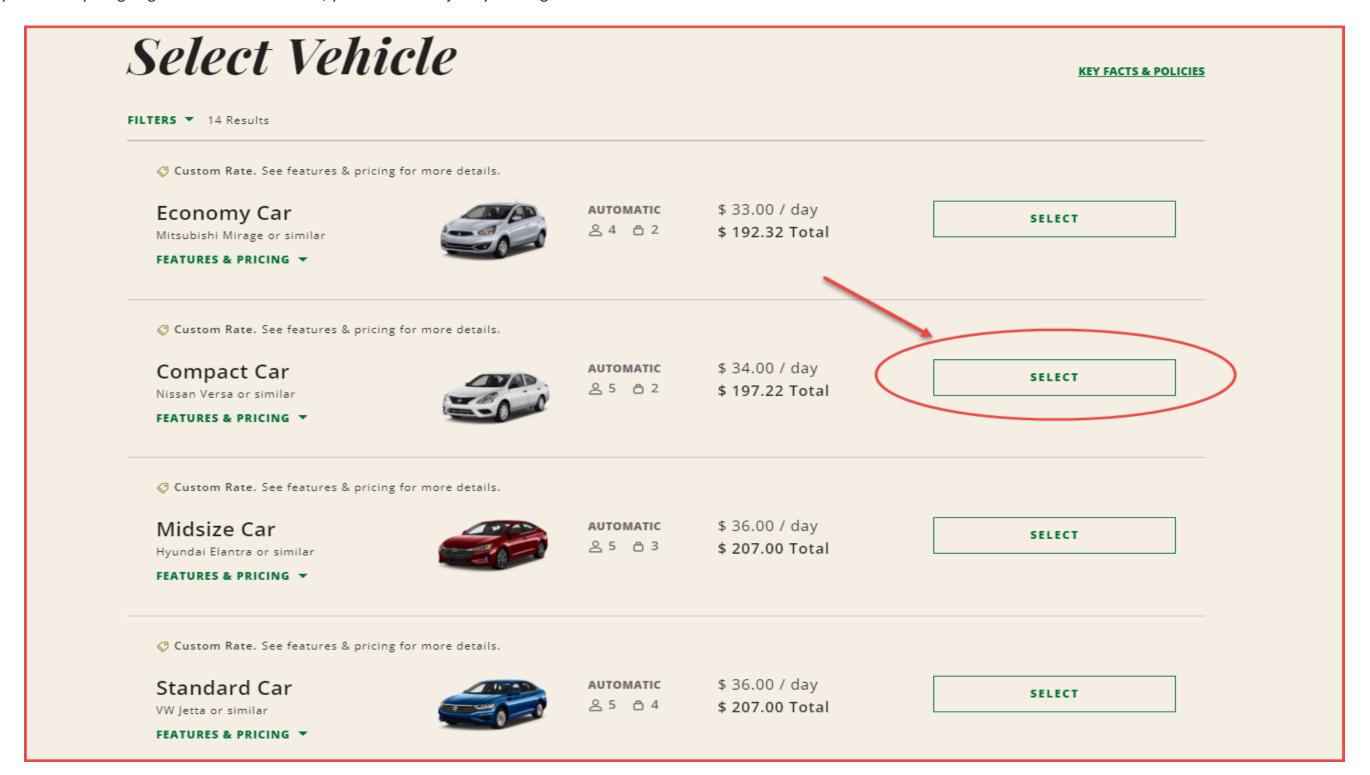




4. Choose a Vehicle Class

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.

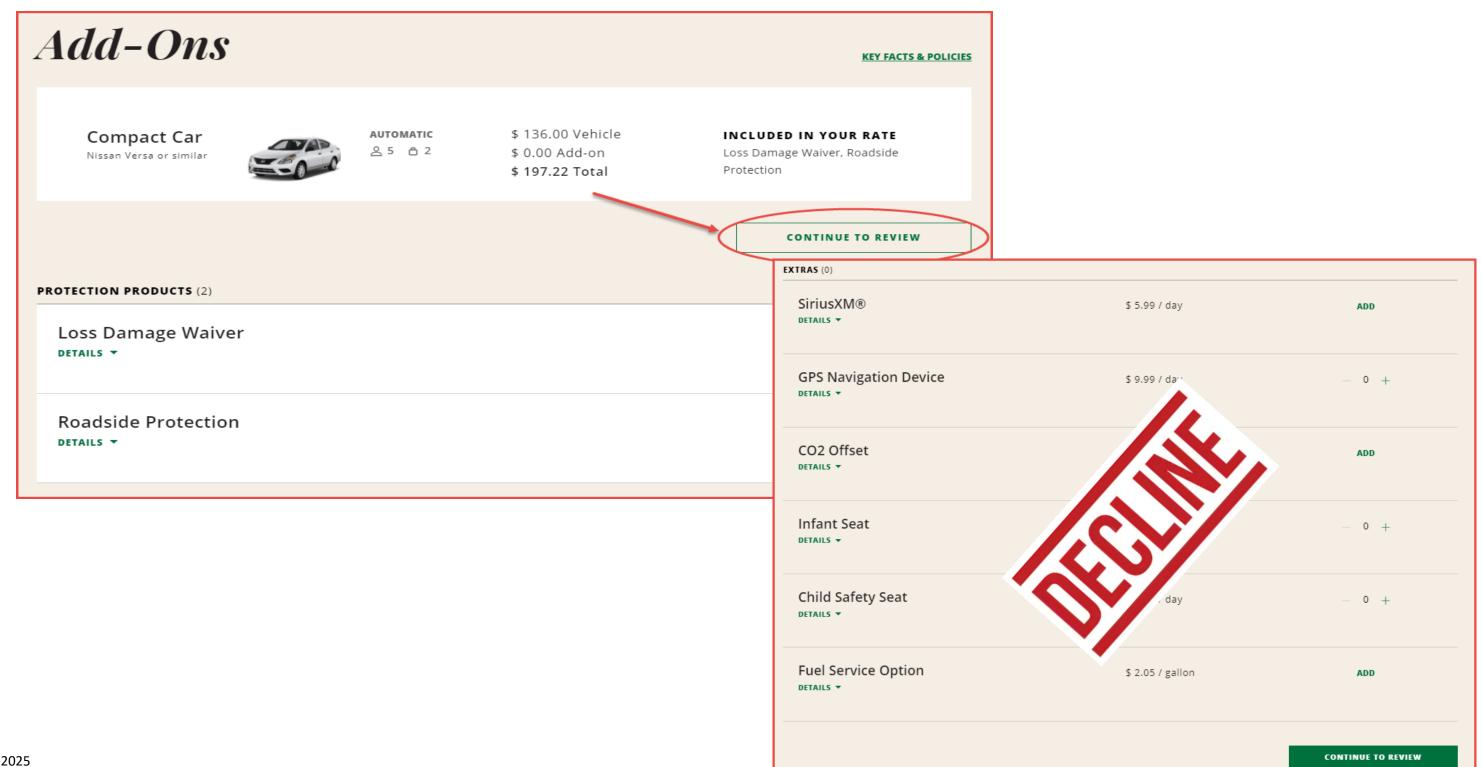






5. Insurance Coverage, Equipment Rental, and Roadside Assistance

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





PROCUREMENT SERVICES

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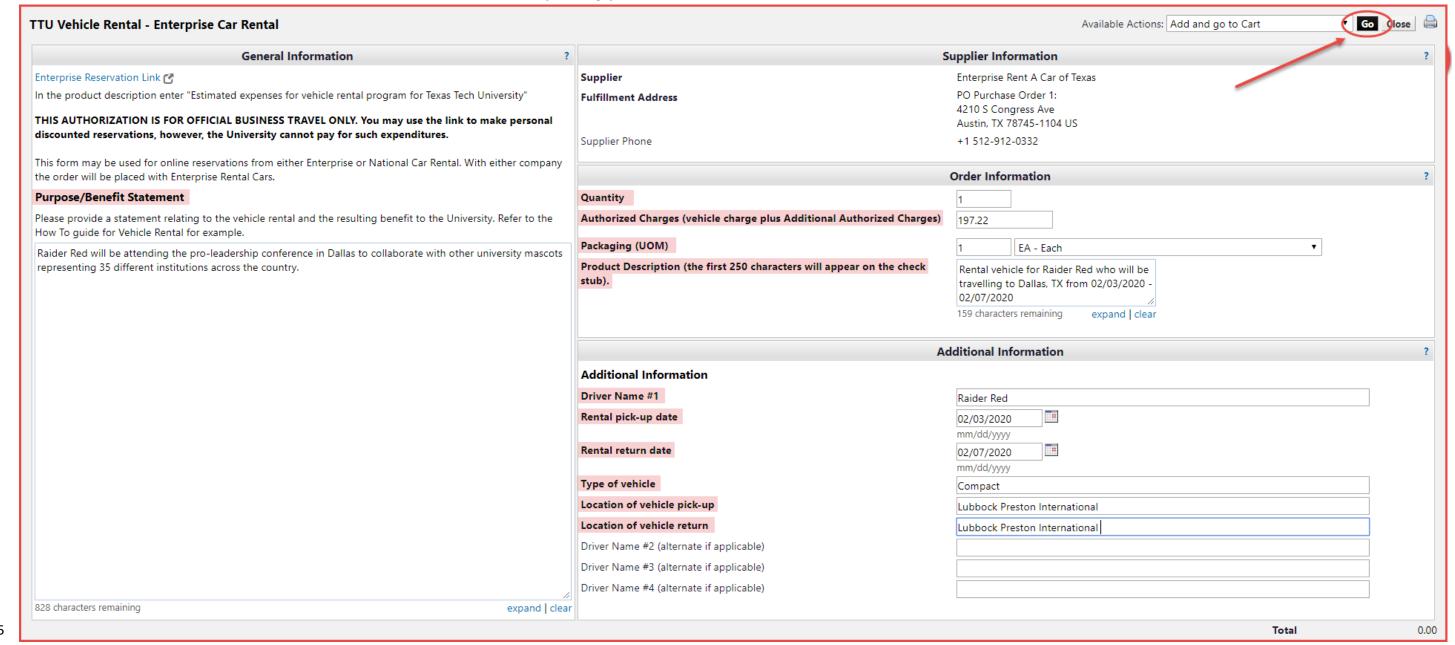
Administration & Finance

Financial & Business Services

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.

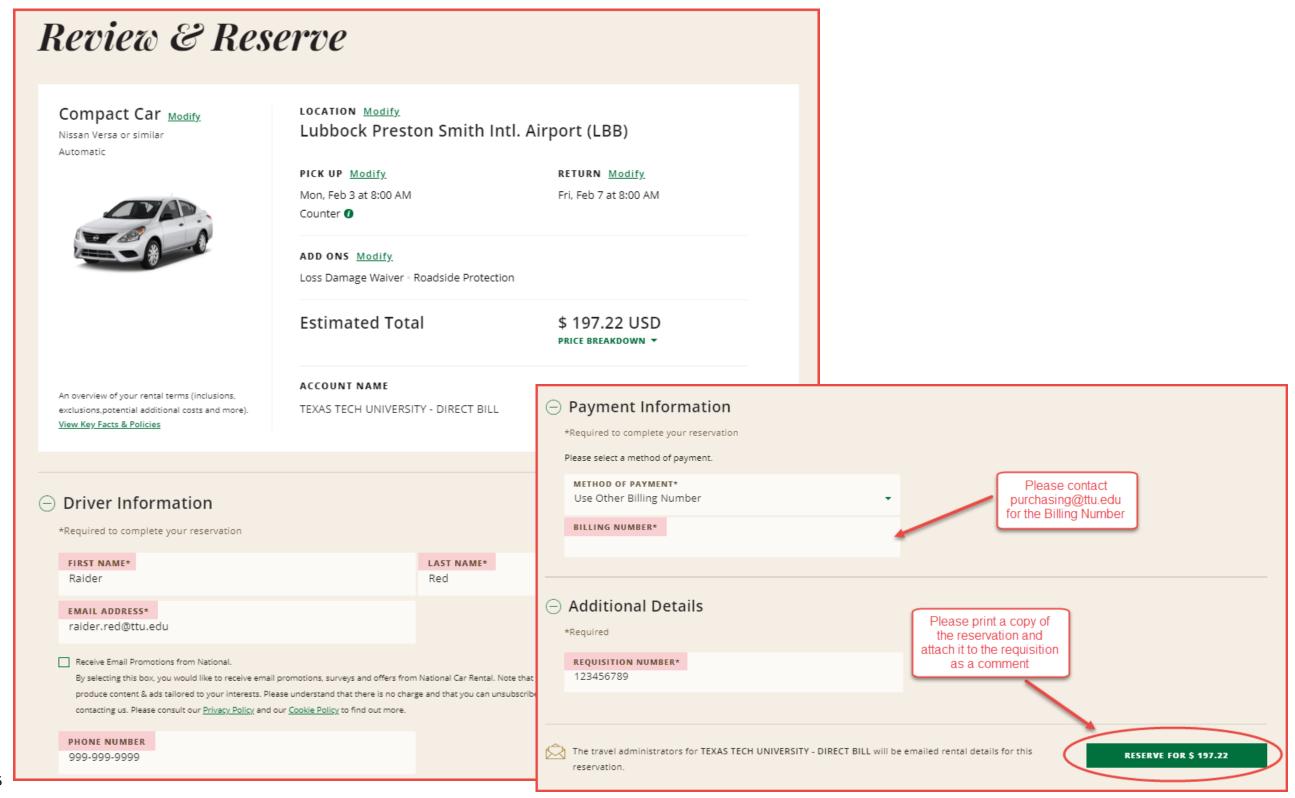






7. Submit Requisition > Return to National Reservation Window

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.







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).