

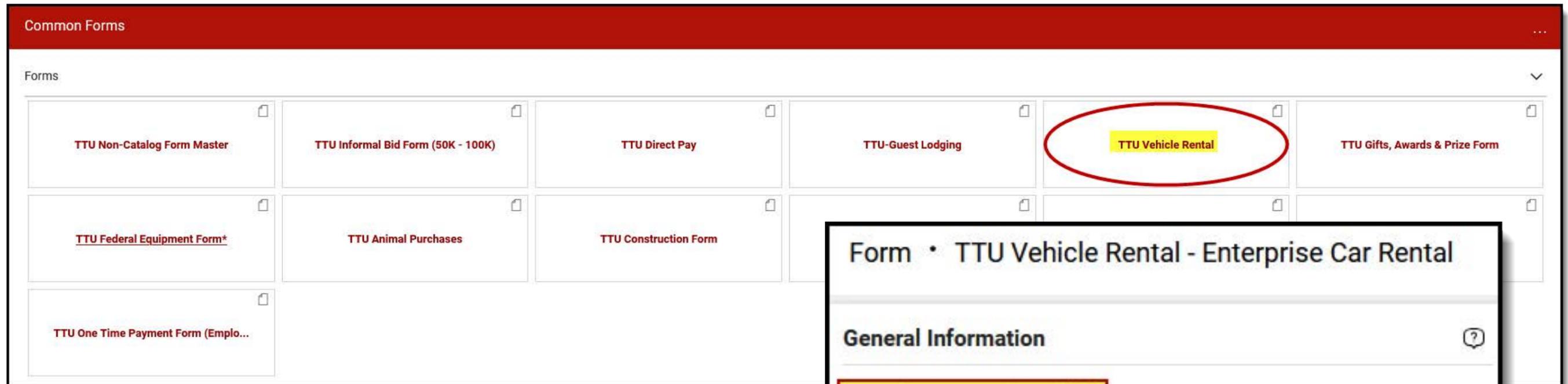
Quick Links	
OP 79.13 >	Enterprise Email >
Oversized Vehicles >	Account Codes >
Truck Rental Options >	

TechBuy Guidelines for Renting Cars from Enterprise Rental Car:

The following guidelines are intended to provide assistance for individuals entering requisitions who are renting cars from Enterprise Rental Car. 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.



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.



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2. Business Use Direct Bill:

Select the Business Use Direct Bill option for Enterprise.

3. Setting up the reservation

Enter the location where you want to pick up the vehicle, the pick-up date and time, and the return date and time.

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

The screenshot shows the Enterprise website interface. At the top, there is a 'Trip Optimizer' button. Below it is the Enterprise logo. Underneath the logo, the 'Business Use Direct Bill' option is circled in red, and a red arrow points to it from the right. Below this, the 'Personal Use' option is visible.

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The screenshot shows the 'START A RESERVATION' form. At the top right, there are links for 'OR VIEW / MODIFY / CANCEL'. The form is divided into several sections:

- 1 PICK-UP LOCATION (ZIP, City or Airport) ***: A text box containing 'Dallas Love Field Airport' with a clear button (X). A note '* Required Field' is on the right. Below the text box is a checkbox for 'Return to a different location' with an information icon (i). To the right is a link 'Use my current location'.
- 2 PICK-UP ***: A date and time selector showing '20 Jan 2020' at '08 :00 AM'.
- RETURN ***: A date and time selector showing '24 Jan 2020' at '11 :00 AM'.
- RENTER AGE POLICY ***: A dropdown menu showing '25+'.
- CORPORATE ACCOUNT NUMBER OR PROMOTION CODE (i)**: A text box containing 'TEXAS TECH UNIVERSITY - DIRECT BILL (i)'.
- VEHICLE CLASS (i)**: A dropdown menu showing 'All Vehicles' with a right arrow.
- At the bottom left, there is a checkbox for 'I'm booking on behalf of someone else'.
- At the bottom right, there is a large green 'CONTINUE' button.

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4. Entering your PIN

The next screen will require a PIN before continuation, please use **TEX**.

5. Choose a Vehicle Class

Please select the desired class of vehicle.

X

Please Enter Your PIN

To apply your corporate account, please enter the first three characters of your company's name or PIN.

** Required to complete your reservation*

Pin* Examples:
 St. Charles Lumber = "STC"
 *A-1 Corporation" = "A1C"

DISCARD
CONFIRM

4

5

VEHICLE TYPE

Cars SUVs

Vans Trucks

PASSENGER CAPACITY

2 7

4 8

5 15

CLASS 16 RESULTS Vehicles sorted by price



Economy Car
Mitsubishi Mirage or similar

Automatic 4 People 2 Bags

FEATURES & PRICE DETAILS

PAY LATER

\$35.00 per day | \$243.96 total

SELECT

CUSTOM RATE



Compact Car
Nissan Versa or similar

Automatic 5 People 2 Bags

FEATURES & PRICE DETAILS

PAY LATER

\$35.00 per day | \$243.96 total

SELECT

CUSTOM RATE



Intermediate Car
Hyundai Elantra or similar

Automatic 5 People 3 Bags

PAY LATER

\$37.00 per day | \$256.15 total



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6. Insurance Coverage, Equipment Rental, and Roadside Assistance

When picking up the rental vehicle, **decline** all optional insurance coverage and equipment and roadside assistance. LDW/CDW and roadside assistance is included in the state contract, and Personal Auto 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 Texas Tech University contract.** The renter will be responsible for paying for optional insurance coverage or equipment that is not business related.

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Your Selected Vehicle

Compact Car

Nissan Versa



[MODIFY](#)

Insurance And Other Protection Products

Damage Waiver	Included with reservation	DETAILS	<input checked="" type="checkbox"/> INCLUDED
Roadside Protection	Included with reservation	DETAILS	<input checked="" type="checkbox"/> INCLUDED

Equipment

Sirius XM®	\$ 5.99 / day (\$ 49.98 max)	DETAILS	+ ADD
Greenhouse Gas Emissions Offset	\$ 1.25 / rental	DETAILS	+ ADD
Child Safety Seat	\$ 9.99 / day (\$ 60.00 max)	DETAILS	+ ADD
GPS	\$ 9.99 / day	DETAILS	+ ADD

[CONTINUE TO REVIEW](#)

**PROCUREMENT SERVICES**TEXAS TECH
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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	Supplier Information
<p>Enterprise Reservation Link</p> <p>In the product description enter "Estimated expenses for vehicle rental program for Texas Tech University"</p> <p>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.</p> <p>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.</p> <p>Purpose/Benefit Statement</p> <p>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.</p> <p>Raider Red will be attending the Pro-Leadership conference in Dallas to collaborate with other university mascots representing 35 different institutions across the country</p> <p>829 characters remaining expand clear</p>	<p>Supplier Enterprise Rent A Car of Texas</p> <p>Fulfillment Address PO Purchase Order 1: 4210 S Congress Ave Austin, TX 78745-1104 US</p> <p>Supplier Phone +1 512-912-0332</p>
	Order Information
	<p>Quantity 1</p> <p>Authorized Charges (vehicle charge plus Additional Authorized Charges) 243.96</p> <p>Packaging (UOM) 1 EA - Each</p> <p>Product Description (the first 250 characters will appear on the check stub). Rental vehicle for Raider Red who will be traveling to Dallas, TX from 01/20/2020 - 01/24/2020 160 characters remaining expand clear</p>
	Additional Information
	<p>Additional Information</p> <p>Driver Name #1 Raider Red</p> <p>Rental pick-up date 01/20/2020 mm/dd/yyyy</p> <p>Rental return date 01/24/2020 mm/dd/yyyy</p> <p>Type of vehicle Compact</p> <p>Location of vehicle pick-up Dallas Love Field Airport</p> <p>Location of vehicle return Dallas Love Field Airport</p> <p>Driver Name #2 (alternate if applicable)</p> <p>Driver Name #3 (alternate if applicable)</p> <p>Driver Name #4 (alternate if applicable)</p>
Total 0.00	

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8. Submit Requisition > Return to Enterprise 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 Enterprise 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 Enterprise invoice when it is submitted for payment.) Click on **Reserve Now** when the fields are filled in.

enterprise TEXAS TECH UNIVERSITY - DIRECT BILL Account Number Added
TERMS & CONDITIONS / POLICIES Total \$243⁹⁶

REVIEW & RESERVE

Rental Details

DATES & TIMES [MODIFY](#)
 Mon, Jan 20, 2020 @ 8:00 AM
 Fri, Jan 24, 2020 @ 11:00 AM

PICK-UP & RETURN LOCATION [MODIFY](#)
 Dallas Love Field Airport
 736A Cedar Springs Rd
 Dallas, TX 75235

ADDITIONAL DETAILS [?](#)
 Renter Age: 25+
 Corporate Account Number Or Promotion Code: TEXAS TECH UNIVERSITY - DIRECT BILL

Compact Car

Nissan Versa or similar
Automatic

VEHICLE [MODIFY](#)

Time & Distance 4 Day(s) @ \$ 35.00 / Day \$ 140.00
 Time & Distance 3 Hour(s) @ \$ 11.55 / Hour \$ 34.65
 Unlimited Mileage. Included

EXTRAS [MODIFY](#)

Roadside Protection Included
 Damage Waiver Included
 9 Additional Drivers Included

TAXES & FEES [LEARN MORE](#)

CONCESSION REDDUP FEE 11.11 PCT (11.11%) \$ 20.68
 CUSTOMER FACILITY CHARGE 3.00/DAY \$ 15.00
 VLF REC 2.29/DAY \$ 11.45
 TX MOTOR VEH RENTAL TAX (10.0%) \$ 22.18

ESTIMATED TOTAL \$243.⁹⁶
CUSTOM RATE

Rental Policies

- Rental Terms and Conditions
- Miscellaneous
- ADDR - Additional Driver
- Age
- Mileage

Please see your negotiated contract agreement for rental policies.

Are you a loyalty member?
Don't forget to sign in to your Emerald Club or Enterprise Plus account to speed through the form below.

SIGN IN TO EMERALD CLUB
SIGN IN TO ENTERPRISE PLUS

* Required to complete your reservation

Contact Details

First Name * **Last Name ***

Phone Number *

Email Address *

Confirm Trip Purpose

You selected traveling for business.

Not travelling on business?

Billing

I am authorized for billing privileges and am choosing to bill TEXAS TECH UNIVERSITY - DIRECT BILL for this rental.

Yes
 Please provide a billing number.

Enter Billing Number

No

Additional Details

Requisition number *

Complete Your Booking

You will be charged when you pick up your rental. \$243.⁹⁶

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

RESERVE NOW

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Please contact TravelServices@ttu.edu for the Billing Number



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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. LDW/CDW and roadside assistance is included in the state contract, and Personal Auto 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 Texas Tech University contract.** The renter will be responsible for paying for optional insurance coverage or equipment that is not business related.
- ❖ Not all special or oversized vehicles are listed on the Enterprise Reservation Link. For these vehicles, you will need to call the Enterprise office that will provide the vehicle to check availability and get a written quote. The quote should include the dates and pick up/drop off locations, the rental rate, and the total estimated charges, and be attached to the requisition. Please note that mileage limitations and one-way rental fees apply to vans and trucks and should be included with the quote.
- ❖ Enterprise does not charge a drop-off fee for "one way" rentals returned here in Texas—a vehicle that is rented at one Enterprise branch and dropped off at another Enterprise branch here in Texas. **There are one-way rental charges for vehicles returned to Enterprise 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).

The Enterprise Way

Big or small. We rent them all.

Pickup Trucks

- ½ - 1 ton
- 8,600 - 12,500 lb. GVWR
- 6.5' - 8' beds
- Extended or crew cabs
- 2- or 4-wheel drive
- Gas & diesel engines
- Towing capable
- Gooseneck hitch available
- 3 - 6 person seating
- Dual rear wheel available



1-Ton Dual Wheel Pickup

- 1-ton
- 6.5'-8' bed
- Diesel engines
- Extended or crew cabs
- Automatic transmissions
- Towing capable
- Air-conditioned

Flat Bed Trucks

- 1 ton
- Dual and single rear wheel models
- Crew Cabs
- 9' bed
- 4-wheel drive available
- Gooseneck hitch available

High Roof Cargo Vans

- ½ - 1 ton vans
- 3,000 - 4,000 lb. payload
- Rear 50/50 split French doors with 243 degree rear opening



Cargo Vans

- ½ - 1 ton extended length
- Bulkheads available
- Gas engines
- Extended lengths available

Compact Cargo Vans

- 1,850 lbs. payload
- Automatic transmissions
- Power steering/brakes
- Air-conditioned



Parcel Vans

- 12' - 15' length
- Wood tie slats/e-track
- Ramps and lift gates available

24' Stakebeds

- 26,000 lb. GVWR
- Tuck-away lift gates
- Dock high
- Removable sides
- Winches/load straps
- 3-person seating
- Driver air-ride seats



26' Box Trucks

- 26,000 lb. GVWR
- Tuck-away lift gates
- Dock high
- Wood tie-slats/e-track
- 3-person seating
- Driver air-ride seats

Abilene

1510 S Clack St.
(325)695-0542

Bryan/College Station

1811 S. Texas Ave. (Bryan)
(979)822-2426

Lubbock

2311 S Loop 289
(806)445-0296

North Austin

8321 Lazy Ln.
(512)459-5029

North West Austin

10907 N FM 620
(512)257-0526

Odessa/Midland

2604 E. 8th St. (Odessa)
(432)332-1628

South Austin

4210 S. Congress Ave.
(512)707-2773



truck rental