Booking Rental Cars for University Travel
Sacramento State

Enterprise Rent-A-Car is the State of California’s primary Rental Car Vendor. It is fast and easy to make arrangements for your car rental needs nationwide with Enterprise Rent-A-Car. Just follow the steps below to make your own reservations using the State’s new travel account with Enterprise online at our web site or by phone:

On Line
1. Contact Accounts Payable (916) 278-6476 for the Corporate Number and three digit PIN code.
2. Log on to Enterprise Rent-A-Car’s Web Site at www.enterprise.com
3. Enter the pick-up location for your rental vehicle.
   a. Enter the city; or,
   b. You can use the Airport link to choose one of our Airport locations; or
   c. Enter the Zip Code, City or State you are looking for.
4. Enter the Dates and Times of your desired reservation.
5. Enter the corp. number in the “Optional: Coupon, Customer, or Corporate Number” field and click search.
6. Choose the rental location most convenient for you.
7. If you entered a zip code, city or state, you will be given a list of Enterprise Rent-A-Car locations in the area you have requested from which to choose.
8. Select the “Compact” or “Intermediate” vehicle type.
9. Next, you will be prompted to enter your Name (First & Last), your home phone number, and an email address.
10. You will be given a confirmation number for your reservation and the option to have a confirmation emailed to you.
11. You will need to have a valid driver’s license, your CSUS one-card, your department name, and the reservation number to pick up the vehicle.

By Phone
1. Contact Accounts Payable (916) 278-6476 for the Corporate Number and three digit PIN code.
2. Contact your local Enterprise Rent-A-Car rental branch or dial 1-800-RENT-A-CAR to be connected to the closest branch to you.
3. The rental branch will set up a reservation that fits your needs and provide you with a reservation number.
4. At the time of rental, please provide the branch with your department name for billing identification purposes.
5. You will only need to have a valid driver’s license and the reservation number to pick up the vehicle.

If at any time you have any questions you can contact the State of California Account Department at (916) 787-4500.