Booking Rental Cars for University Travel
CSU Sacramento

Enterprise Rent-A-Car is excited to be named the State of California's primary Rental Car Vendor. It is fast and easy to make arrangements for your Department's 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:

Contact Accounts payable (916) 278-6476 for account & billing number, Please call from internal Sac State phone line.

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

On Line
1. Log on to Enterprise Rent-A-Car's Web Site at www.enterprise.com
2. **Start a Reservation**, please enter the following:
   a. Rental Location where you would like to pick up your rental vehicle. If you enter a zip code or city you will be able to select the location to use on the next page.
   b. Pick Up and Return Dates and Times
   c. Enter **Account Number** in the "Promotional Code or Account Number (optional)"
   d. Click on "Continue.
3. **Choose a Vehicle Class,** Select the "Compact" or "Intermediate" vehicle type.
4. **Review & Reserve**, please enter the following:
   a. **Renter's Detail** enter all required information (an email address must be entered here for an email confirmation to be sent)
   b. **Confirm Trip Purpose** – Click on "Yes" or "No" to verify if travel is business related for your Department
   c. **Billing** – Click on "Yes" or "No" to verify if Direct Bill is approved
      i. If you click on "Yes", you will be required to enter your **Billing Number** to set up the Direct Bill
      ii. If you click on "No" and/or do not have the **Billing Number**, Direct Bill will not be set up and the renter will be required to present a credit card at the time of rental
   d. **Save Time at Counter** – Enter additional information here to speed up the rental process
   e. Scroll to the bottom of the page and click on "Reserve Now"
5. **Reservation Confirmed** will display with the information regarding your reservation as well as options to modify/cancel the reservation.
6. **You will need to have a valid Driver's License, must show your CSUS one-card, and Reservation Number to pick up the vehicle. If the Reservation is set up without a Billing Number, you will also need a Credit Card at the time of rental.**

By Phone
1. 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.

We'll pick you up.®
enterprise.com • 1 800 rent-a-car