

Vehicle Rentals

[Enterprise Rent-A-Car](#) (EAN Inc.) is the vendor of choice for vehicle rentals and is to be used only when [Fleet Services](#) cannot provide a vehicle for official university travel. The Enterprise contract is a Virginia Association of State College and University Purchasing Professionals (VASCUPP) contract that Virginia Tech accesses through the University of Virginia. This contract allows Virginia Tech access to both Enterprise Rent-A-Car and National Car Rental

When a vehicle is required for official university travel, departments should request a vehicle through [Fleet Commander](#). If the desired vehicle is unavailable, you will receive by email and unavailable notice.

To make a reservation with Enterprise Rent-A-Car

- Blacksburg Employees – contact the Christiansburg Enterprise office at 540-382-7970 to make your reservations. Enterprise will require a HokieMart purchase order number when the reservation is made. Payments can also be made with a personal/travel credit card.
 - Rental vehicles are to be picked up and returned to the Christiansburg office to avoid one way or drop fees.
- For remote campus sites, reservations for vehicle pick-up at airports or travel outside of Virginia, employees should access [the Enterprise Virginia Tech site](#) and pay with a personal or travel card.

Special Considerations Regarding Vehicle Rentals

Billing can only be done when vehicles are rented out of the Christiansburg Enterprise office.

If you are calling a bank to make your reservation, be sure the reservation is tied to the [Virginia Tech Contract](#) and our Customer Identification Number, XZ21031, is on the order. This will identify the reservation as a Virginia Tech contract rental and will be covered under the appropriate insurance guidelines.

Employees do not have to use Fleet Services if it is more cost effective to use Enterprise or any other rental service. However, a cost comparison must be provided on the payment document submitted by the Controller's Office.

When a car is available from Fleet Services and an employee elects to use their own personal car or an Enterprise car as a matter of convenience or preference, reimbursement is made in accordance with [Virginia Tech Procedure 20335d, Ground Transportation](#).

National Car Rental can be used outside of Virginia or if an airport to airport one way rental is needed.

Do not sign up for the extra insurance for vehicle rentals in the United States, Canada, or Puerto Rico. If you are renting a car for use outside of these areas, contact [Risk Management](#). Contract pricing automatically includes damage waiver charges on all rentals originating in the United States (including Puerto Rico).

For more information, contact [Procurement](#), 540-231-6221, or [the HokieMart help desk](#).