

How Do I Buy...

Vehicle Rental

Buyer Contact Information:

[Kim Dulaney](#)

Current Contract Vendor(s):

[Enterprise Holdings, Inc \(Enterprise Rent-A-Car\)](#)

Description of Purchase Process:

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 VASCUPP contract that Virginia Tech accesses through 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 Services' reservation system, Fleet Commander. If the desired vehicle is unavailable, you will receive by email an "unavailable notice" for the vehicle.

- **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 website and pay with a personal or travel card.

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=VRGNATEC

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 branch to make your reservation, be sure the reservation is tied to the Virginia Tech contract and our Customer ID 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 to 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 under the personal car reimbursement procedures found at the link [Procedure 20335d: Automobile Travel](#). The traveler will list "personal mileage" on their travel reimbursement voucher and will not attach the rental agreement and receipt. (The rental agreement is wholly between the individual and the rental company.)

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 U.S., 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).