

ENTERPRISE CAR RENTALS

(Updated 1/3/13)

This updated memo outlines the revised process for booking Enterprise/National car rentals, paying Enterprise/National invoices, and additional updated information.

Booking a car rental with Enterprise or National: It is required that vehicles be rented from one of these two Rensselaer preferred vendors, unless unavailable. **All Enterprise/National car rentals must be booked through Concur or Child Albany Travel** (no other method is allowed). Child Albany Travel has our Enterprise/National account information; there is no need for travelers to provide anything additional to ensure the negotiated rates and/or direct-billing of invoices.

Insurance: The Enterprise/National rates reflected in Concur and/or quoted by Child Albany Travel are negotiated rates that include insurance for rentals in the US and its territories, Canada and Mexico.

Processing payment in OSCAR:

When submitting an Enterprise/ National rental car bill for payment in OSCAR, please use the Rental Agreement (RA) number as the invoice number. Even if the rental agreement documentation/receipt has a separate invoice number, use the RA number. Rental agreements generated at airports will have nine (9) digits; those generated by the Enterprise/National home office will have six (6) digits. Regardless of the number of digits, be sure to omit any spaces, dashes and letters preceding the rental agreement number when entering the RA into OSCAR.

- Official vendor name: **Enterprise Holdings, Inc.**
- Federal ID #: **430724835**
- Blanket Order Number – **P1B12454**
- Net-30 billing

Note: (1.) If you question whether a reservation has been direct-billed or has been charged to the traveler's personal credit card; if somewhere on the rental agreement document are the words BUSINESS ACCOUNT – APPLICANT, this is a clear indication that the reservation was direct-billed. (2.) **When completing an expense report in Concur for a trip where a car rental reservation has pulled into the traveler's account, import the reservation into the expense report to clear it out. It will process through as a \$0.00 out-of-pocket expense; which will not affect the totals of the report but show that a car rental occurred during the trip.**

Tax: For business travel, sales tax should not be charged if renting in CT, DC, FL, IL, ME, MA, MI, NJ, NY. If tax is charged on a car rental in any of these states, please short-pay the bill in OSCAR (less the tax) and Enterprise will make adjustments internally.

Invoice Delivery

Invoices in keeping with the templates shown below are mailed (daily) or emailed (weekly) to Disbursement Operations. Disbursement staff then disseminates these invoices to the appropriate departments so that payment can be processed.

Invoices: Below are examples of two valid Enterprise invoices. In order for payment to be processed in OSCAR, all invoices must match one of these two templates.

Template #1

enterprise		Consolidated Inv. # 43294
		Rental Agreement # 129612633
		Bill Ref # 90041330749
		Invoice Date 05-Nov-2012

BILL TO Information	Vehicle Information
RPI	Vehicle Model VIN License No Base/Inv/Distance
110 8TH ST	2012 CHEV BLZ02 6N837009 U225LH 21402319224
TROY, NY - 12180	Rental Branch
Rental Information	1AMPA INTL ARPT
Reservation Number : 4754873E8	4030 GEORGE J BEAN PKWY
Driver [REDACTED]	TAMPA, FL - 33607-1459
Pickup Date/Time : 10/20/12 20:22	Rental Branch
Return Date/Time : 11/02/12 10:50	TAMPA INTL ARPT
Vehicle : 234	4030 GEORGE J BEAN PKWY
Car Class : ICAR	TAMPA, FL-33607-1459
Requested Class : EGAR	

Description	City	Period	Rate	Amount
TIME & DISTANCE		DAY	\$7.00	\$85.00
		Sub Total		\$85.00
RENTAL CAR FACILITY HH-25H/DAAY		5 DAY	2.50	12.50
AIRPORT ACCESS FEE 10.5 PCT		PERCENT	10.50	151.9
VEHICLE LICENSE FEE .09/DAY		5 DAY	0.89	3.45
Total Charges (USD)				252.74

Additional Information
 Description Name rpi

Remit Payment in USD to	For Billing Inquiries	Payment Terms
EAM SERVICES LLC PO BOX 402383 ATLANTA, GA 30384-2383	Team@7532@ehi.com ASADM7@CII.COM	Payment Due Within 30 days of invoice date. [Late payments may subject to Branch charges.]

Individual line item charges such as rental rates for time and distance, pre-charge/owner charges (e.g., sales tax and local taxes) and charges divided between multiple parties may be rounded up or down to whole cents to ensure that the charges equal the actual Total Amount Due to avoid fractional cents.

Template #2

enterprise

745 COLUMBIA TURNPIKE
L222AN0008 NY 12801-2233

BILL TO:
RPI E1
ATTN: UNKNOWN**
110 8TH ST
TROY NY 12180

RENTAL INFORMATION

Rate Out: 10/20/12 20:22
Rate In: 11/02/12 10:50
Driver: [REDACTED]

RENTAL VEHICLES CLAIM INFORMATION

Color: [REDACTED] License No. Claim #/Policy #/P.O. #
Make: [REDACTED] VIN # Insured
Model: [REDACTED] 2012 BLZ Date of Loss: Type of Loss
Type of Car: Repair Shop:

IMPORTANT INFORMATION

Billing Inquiries Call: 800-527-8282
Fax: 404-770-0000
Billing Information: P&P, P&D, F&R, C&G, DETAILS
Damage Waiver: [REDACTED]
CANCELLATION POLICY: Rental car is ON RECEIPTED. IN THE US, RENTAL CAR IS A CONTRACT SERVICE. IT

Please Return This Portion with Remittance

Remit to:
ENTERPRISE RENT-A-CAR
ATTN: ACCTS RECEIVABLE
PO BOX 340154
KANSAS CITY, MO 64104-0154

10/04

Rental Agreement 0549797 - 24H

BILLING DETAIL

Description	Rate	Amount
1 24H R	\$8.00	\$8.00

AMOUNT DUE 30.00

AMOUNT DUE 38.00

Paid by:
RPI E1
ATTN: UNKNOWN**
110 8TH ST
TROY NY 12180

Customer# Rental Agreement Amount GPBR
2224757 0549797 38.00 24H

Questions for Enterprise/National representatives:

If you have any questions regarding a Rental Agreement please contact Enterprise/National:

Andrea Houle – Business Rental Sales Executive

518-383-3444 x236 - Direct Phone

andrea.r.houle@ehi.com

Matt Wagener – Account Coordinator (for billing questions)

314-587-4200 x60776 – Direct Phone

matthew.d.wagener@ehi.com

We hope this information will streamline and simplify the process.

Best regards,
 Pam Rochminski

Please share this notice with anyone and everyone in your department that has the responsibility to process these payments.