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.
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.