



Rental Car Pick-Up without having to stop at the Counter

We pleased to announce that when booking through National Rental Car (one of our preferred suppliers) Rensselaer travelers can now book their rental car through the required process and not have to stop at the counter. In order to take advantage of this, there are a few things the travel needs to do and to understand.

Things the Traveler Needs to Do:

First, the travel needs to be an Emerald Club member. To sign up for this membership, please go to

<http://nationalcar.com/offer/XZ24767>.

Emerald Club benefits are available at no additional cost to those individuals who register through the link above. National requires that the renter provide their driver's license, contact information and a major credit card as conditions for enrollment.

*****National Car Rental does not accept debit cards at the time of rental. Saving debit card information in your profile may cause your rental to be cancelled or voided.*****

The Institute's agreement with National includes supplemental insurance coverage and the ability to elect these additional charges has been suppressed. Additionally, the Emerald Club program provides for the ability to select a full-size vehicle while paying the mid-size rate. As such, the car type preference has defaulted to mid-size.

The individual Emerald Club account number is generated immediately, the user has the option of having additional account documentation sent via email or mailed to the address associated with their account.

Emerald Club reservations for Institute business may be booked either through Concur or CAT. The traveler should populate their Concur profile with their Emerald Club account information:

CONCUR

My Concur | Travel | Expense | Reporting | Administration | **Profile** | App Center

Personal Information | Change Password | System Settings | Mobile Registration | Travel Vacation Reassignment

My Profile Select one of the following to customize your user profile.

Your Information

- [Personal Information](#) ←
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)
- [Emergency Contact](#)
- [Credit Cards](#)

Travel Settings

- [Travel Preferences](#)
- [International Travel](#)
- [Frequent-Traveler Programs](#)
- [Assistants/Arrangers](#)

Expense Settings

- [Expense Information](#)
- [Bank Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)

[System Settings](#)
Which time zone are you in? Do you prefer to use a 12 or 24-hour start/end?

[Contact Information](#)
How can we contact you about your travel arrangements?

[Setup Travel Assistants](#)
You can allow other people within your companies to book trips.

[E-Receipt Activation](#)
Enable e-receipts to automatically receive electronic receipts from vendors.

[Travel Vacation Reassignment](#)
Going to be out of the office? Configure your backup travel manager.

[Expense Delegates](#)
Delegates are employees who are allowed to perform work on behalf of you.

[Change Password](#)
Change your password.

[Mobile Registration](#)
Set up access to Concur on your mobile device.

Travel Preferences Go to top

Eligible for the following discount travel rates/fare classes

AAA/CAA Government Military Senior/AARP

Air Travel Preferences

Seat: Special Meals: Ticket Delivery:

Preferred Departure Airport: Other Air Travel Preferences: Medical Alerts:

Hotel Preferences

Room Type: Smoking Preference: Foam pillows

I prefer hotel that has:

a gym a pool a restaurant room service Early Check-in

Accessibility Needs

Wheelchair access Blind accessible

Car Rental Preferences

Car Type: Smoking Preference: Car Transmission: In-car GPS system

Message to Vendor:

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs + Add a Program

	American Airlines	AA Advantage	Search this vendor	5EVM524		
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Personal reservations may be made through the National Emerald Club website:

<https://www.nationalcar.com/emcIndex.do>

The same discount code (L24H238) should be used for personal rental reservations. It provides a discount off the retail rate for any vehicle. The discount can be 5%-10% depending on the location. Insurance is **NOT** included and there is no billing option so the renter must provide a credit card as the method of payment at the time of rental.

Things the Traveler Needs to Understand:

- This service is only available with National. Enterprise registrations will still require a stop at the counter.
- The traveler will need to pay for the rental personally and be reimbursed
- These reservations are not treated as tax-exempt transactions as the Institute is not directly paying for the vehicle.
- A mid-size car should be requested at the time the reservation is made. When available, a full-size vehicle may be selected at no additional charge.
- Supplemental insurance will not be reimbursed and should be declined by the traveler. The Institute contract rate (including the bundled insurance) is included in the base price of the rental.