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


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.
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.