

Louisiana Tech University
Enterprise In-State Vehicle Rentals
Effective April 7, 2015

Effective April 7th, all **in-state** vehicle rentals will be paid directly by the University. Employees will no longer pay Enterprise when they pick up or return a vehicle. Instead, the University will pay Enterprise using the University's state liability credit card (CBA).

When you rent a vehicle for **in-state** travel (vehicle rental initiating in the State of Louisiana) the following process should be followed:

Book a vehicle on Enterprise's customized website for Louisiana Tech University: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refid=LOUTECHU

- Link to website is also found on the Comptroller's Travel webpage : <https://www.latech.edu/administration/finance/comptroller/travel/>
- Follow the instructions listed on the Enterprise Rental Best Practices.
- Use the direct billing number provided for your college/department.
- Include the Travel Authorization (TA) number and departmental account number in the TA/Department Code field.

If you book the vehicle by telephone (instead of the website), you will be required to provide Enterprise with a copy of your Travel Authorization (TA) when you pick up the vehicle. At the end of the monthly reporting cycle, the rental expenditure will be charged to the departmental account included on the reservation and shown on the travel authorization. This charge will appear on your monthly ledger as "Enterprise." If there are any questions regarding the account number to be charged, the Comptroller's Office will contact you for additional information.

The Comptroller's Office will send the department a notification, including the account number charged, amount, and a copy of the invoice(s), for the departmental records. The invoice will include the traveler's name and TA number. If the expenditure is charged to a grant account, the notification and documentation will also be sent to University Research. If you have any questions regarding the charge, please contact Julia Nations at jnations@latech.edu or 4325.

Employees will not be required to process a travel expense account or purchase requisition for the direct billed vehicle rentals.

Please note that this new process is not mandatory for out-of-state vehicle rentals (vehicle rentals initiating outside of Louisiana), however, you may use the Enterprise website and direct bill for these out-of-state rentals.

Please remember the following guidelines for vehicle rentals:

- Only a compact or intermediate vehicle is permitted unless transporting more than two persons
- No personal use allowed
- Pre-paid fuel options are not reimbursable (Traveler will submit gasoline receipts on travel expense account with other travel expenses)
- Insurance charges are not reimbursable (Insurance is included in the rental rate)
- Sales tax is not reimbursable (Enterprise will deduct sales tax at time of vehicle pick-up)
- Safeguard the direct billing number. This number should only be provided to employees traveling for your college or department.

If you have any questions, please contact Julia Nations at jnations@latech.edu or 4325.