



RENTAL BEST PRACTICES

1. Create an icon on your computer with this link: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=LOUTECHU
2. This will take you to the Enterprise/Tech rental home page where you need to choose which department you are traveling for.
3. Then you will type in the location (most travel will be Ruston) and times you will need the car. If you are leaving early the next morning, book for what time you are picking the car up. The state allows you to pick up the vehicle the night before if you have to be somewhere early the next morning. Let the branch know that they need to start charges the next morning when you get the vehicle.
4. Choose the car class vehicle you need (these are examples of the cars on the site, not the exact vehicle you will get).
5. There will always show tax on this page, b/c it is a national website, but you are tax exempt. We will take tax off your rental when you pick up.
6. Please put a put your name, cell phone # and email address.
7. You will choose yes that you are traveling on behalf of LA TECH.
8. This will open a new drop down which will ask if you are authorized to bill LA TECH and select yes.
9. You will then have to enter a billing # that is specific to your department. The local branch does not have these, they will come from your Admin locations
10. You will also have to enter a TA#/Dept Code.
11. You will then choose to **Book Now**. You will get confirmation # on the page and an option to forward the reservation to whomever you want (in case you are booking the vehicle for someone).
12. When you go rent the vehicle, the only thing you will need to bring is your driver's license. The branch has limited space if you need to leave your vehicle there & also a drop box if you return after hours.

BRANCH DETAILS

909 EAST GEORGIA
RUSTON, LA 71270
318-254-0094
MONDAY – FRIDAY 8:00AM-6:00PM
SATURADY 9:00AM-12:00PM

BRANCH CONTACTS

BRANCH MANAGER 318-254-0094
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