Reserving and Paying for Business Related Enterprise Car Rentals** – Concur Booking Tool

Reserving an automobile with Enterprise via the Concur Booking Tool:

1. To reserve a car for yourself*, click on the Concur Request, Booking & Expense tile from within Firefly. Navigate to the Travel tab (booking tool) and click on the car icon tab to start your search/reservation process.

*NOTE: To reserve a car for another employee, you must be designated as their Travel Assistant/Travel Arranger (this is different than being the employee’s delegate) first and you will need to “Act on behalf” of that user/employee before starting these steps. To reserve a car for a University guest/non-employee you will need to have access to “book on behalf of a guest”. If you do not have that access yet, please contact Procurement Services for assistance.

**Per NU Travel Policy, (an approved) Pre-Trip Request is required prior to any bookings and/or payments or reimbursements for travel expenses (page 4-Pre-Trip Approval section).
2. Enter the dates and times for when you need the automobile. Recommend entering the actual dates and times of the business travel. If you are going to require special accommodations, i.e. early pick up, car delivery to campus, that will need to be arranged by calling the local store (see contact information at the end of this document).

3. Click the radio button for “Off-Airport” when renting from Kearney, or “Airport Terminal” if you are needing a car at your travel destination. Then enter the location for where the car will be picked up/rented from. For rentals in Kearney a new pop up box will appear allowing you to search for an off-airport location. Enter a Kearney zip code-68845, 68847 or 68849 and click Search.
4. Click the Choose button when the Location field displays “Kearney, NE 68849, USA”

5. A list of matching locations and a map showing those locations will appear. Click Select Location for the 2nd Avenue store displayed.
6. You will be taken back to the Concur booking tool page. Click the Search button.

7. Indicate the travel type (Business in most cases) by using the pull-down menu, then click Next:
8. Concur will search for available options and return a matrix from which you can choose the type of automobile required for your business purpose.

![Trip Summary]

9. Click on the size of automobile needed (amounts will show the daily rate and taxes, but when final billing is generated to the University, no sales taxes will be included). Note: The University is not exempt from the various airport fees if you pick up a car from an airport facility.

10. Click the blue price button to select that automobile.
11. Review the reservation request. Use the Comment box to indicate a special requests, preferred pick up time, etc. You can also edit the driver contact information if you are reserving a car for yourself ONLY* (as it will take you back to your own Concur profile). Click Reserve Car and Continue when done.

*NOTE: If you are reserving a car for a guest/non-employee, please enter the guest traveler information. In the blank box next to the Rental Car Agency Program field, enter our contract/account number “XZ62295”
12. On the Travel Details page, please review the information and if you need to send this itinerary to another party in your department, someone you are sharing the car with, etc, please click on “E-mail Itinerary” from within the Trip Overview section. In the pop-up box, you can also add any comments to go with the email/itinerary, such as a list of others you are sharing the car with, instructions for splitting the cost between departments/cost centers, etc. Complete the review and then scroll to the bottom of the screen and click “Next” or “Cancel Trip” if you do not want to continue with the reservation.
13. Fill in any fields on the Trip Booking Information screen that will help with your record keeping. This is also where you must enter:
   a. The cost center the car rental expense should be paid from (this must be as accurate as possible for the billing/payment process outlined at the end of this document. Individual departments will need to submit changes via a GL Account Posting Form/journal entry submitted to the finance office if the provided number is not correct or gets changed after the reservation/billing process).
   b. The type of travel (i.e. employee, guest, student, job applicant, etc)
   c. The personnel number (5 or 6 digit payroll number) of the person completing the booking/reservation (maybe elaborate a little on this so they understand who’s number to enter)
   d. The two letter initials of the person making the booking
   e. A brief explanation of the business purpose of the trip

Note: This page also has optional fields:

   i. **Trip Description**- can be used to add information such as a list of others you are sharing the car with, instructions for splitting the cost between departments/cost centers, etc.
   
   Also a great place to indicate the Concur travel authorization number assigned when a travel request is entered and approved in Concur for cross-referencing.

   ii. **Comments for the Travel Agent**- can be used to request an early pick up time or if there must be a minimum number of seats in the automobile for multiple travelers, etc

   **iii. Send a copy of the confirmation to:** fill in the name of your office associate, colleague you’re sharing a ride with, spouse, etc.
   
   Also a great place to indicate the Concur travel authorization number assigned when a travel request is entered and approved in Concur for cross referencing.
Once this page is complete, click Next to move to the Trip Confirmation/Complete Booking screen.

14. Again, there is an opportunity to review your reservation information and you have one more chance to “Cancel Trip” if anything is incorrect. When done, click the “Confirm Booking” button at the bottom of this screen.
Paying for an automobile reserved with Enterprise via the Concur Booking Tool:

1. Enterprise will now send one consolidated invoice to the Payment Services office. This billing will be reviewed for the following:
   a. Daily rental rate is accurate for the type of car listed in the rental reservation (the current Big 10 rate schedule can be found in SAPPHIRE>Reference Guides> UNK> Travel> Enterprise-National Rental Car Contracted Rates)
   b. Taxes or fees are absent when renting from a location where the University is tax exempt or included when required (most out-of-state rentals, airport rentals, etc)
   c. An approved Travel Request exists in Concur for the employee or GA (Concur travel requests are not required for non-employees/University guests and students so make sure all fields are accurately filled out during the reservation process above. However, upon request by Payment Services, the department must provide agreement/contractual documentation to support that the University is obligated to pay for the rental expense.)

2. Payment Services will now fully process the billing for payment, split coding the invoice to the cost objects used during the reservation process. Any changes needing made after Payment Services makes this entry will have to be completed by the department by submitting a G/L transfer of expenses (journal entry) to the finance office.
Other Helpful Information:

1. If you call the local Kearney Enterprise store and make your reservations over the phone, you will **NOT** receive an email confirmation of your reservation, you will only get a verbal confirmation number. If you require this written confirmation, please make your reservation using the Concur Booking Tool.

![Concur Booking Tool](image)

2. Due to changes in the billing process, two re-fueling options are available for travelers:
   
   a. Fill the car at a gas station just before returning the car to the Enterprise store, using a personal payment mechanism and the traveler submits an expense reimbursement request through the Concur Expense tool for this personally paid fuel expense. **Failure to do so will result in the University/department incurring charges at the premium price for the refueling of the car (up to a $1/gal over the pump price).**

   b. Provide your own payment mechanism (usually a credit/debit card) to the Enterprise store for the discounted pre-paid fuel option and return the car with an empty tank at the end of the trip. The Enterprise team will fill the car for you and charge your personal card the discounted fuel rate (**usually $0.20 under the pump price**). Enterprise will provide a fuel receipt to the traveler and the traveler will then submit an expense reimbursement request through the Concur Expense tool for this personally paid fuel expense.

Contact Information for Kearney’s Enterprise store:

**Phone: 308-236-6200, Option #4** (If the local store staff is unable to answer, the call will get transferred to a nearby branch or another customer service center, from which they will not be able to address our local special circumstances/needs. You can either call back later or send the branch manager an email.

**Rachel Wells, Branch Manager email:** Rachel.c.wells@ehi.com