

Truman State University

Business Office Newsletter

Enterprise Leasing Now Offers Online Rental

Truman is utilizing the State of Missouri's contract with Enterprise Rent-A-Car. Enterprise offers online reservations for car rental for Truman State University Faculty and Staff at: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=TRUMANST for both business and personal travel. Below are instructions and options on how to make a reservation. Please note the two account numbers required for reservations are NA51E12 for in state rentals and NA51E11 for out of state rentals. Also, the required three digit code is "TRU". This pricing includes the CDW and Supplemental Liability insurance. The website gives four options for rentals. The Business Use-In-State Travel and the Business Use-Out of State Travel links require that payment be made with a credit card at the time the vehicle is picked up. The Local Direct Bill for Business Travel link should only be used when a purchase order will be issued. The purchase order will be provided to Enterprise by the Purchasing Department or the employee may choose to hand-deliver the purchase order to Enterprise when the vehicle is picked up. A credit card or purchase order number is not required at the time the reservation is made on-line. Sales tax will appear on the website when the reservation is made, but if the rental is within the State of Missouri, the employee should notify the Enterprise representative that Truman State University is exempt from Missouri sales tax at the time the vehicle is picked up.



There are instances where it is less expensive for Truman to rent through Enterprise over reimbursing personal mileage. We encourage departments to use the least expensive method. Truman provides a trip optimizer which allows departments to compare personal mileage, fleet rates, and Enterprise rates. This optimizer can be located at <http://businessoffice.truman.edu/trip.asp>.

The final link is for personal travel. Enterprise is offering Truman State University Faculty, Staff, Students, and Alumni reduced rates for personal rentals. The account number for personal reservations is NA51E12 and the three digit code is "TRU". This code will be used for both in state and out of state travel. (Only use account number NA51E11 for out of state university travel.) Also, please note that the CDW and Supplemental Liability insurance are not included in the pricing for personal travel and can be purchased at an additional cost to the renter. A valid driver's license and a credit card will be required for the rental.

Any questions regarding business rentals can be directed to Purchasing at x4159 or Accounts Payable at x4458. For questions regarding the personal rentals, you may also contact Shawn Vieth with Enterprise Rent-A-Car at 573-634-7054 or Jeffery.S.Veith@erac.com.

Fiscal Misconduct Policy

At the December 2009 meeting, the University's Board of Governors approved a fiscal misconduct policy which provides a method for University employees to report issues of fiscal misconduct.

A copy of this policy can be found on the Business Office website at: <http://businessoffice.truman.edu/policies/Fiscal%20Misconduct%20Policy.pdf>

Surplus Property

Inquiries have been made regarding the University's ability to donate surplus property to other entities.

The State of Missouri has delegated the responsibility of disposing of our surplus property to Truman, but we must follow the state's rules. We can transfer (donate) property to state entities of "like state funding". For example, in the past we have distributed computer equipment and microscopes to public schools.

Although there are worthwhile charities, churches, and other not-for-profits that might make good use of our surplus property, we are not allowed to donate/transfer to these groups. However, there are often bargains at our surplus sales, and representatives from these entities could be encouraged to attend our sales.

Truman State University Travel Announcement

Enterprise Rent-a-car Added as Preferred Supplier for Car Rentals

Truman is using a contract bid by the State of Missouri with Enterprise Rent-A-Car to provide vehicle rentals. The State chose Enterprise through a competitive proposal process.

Enterprise Background

- Largest rental car company in North America.
- Corporate discounted rates negotiated.
- More than 9,500 offices located conveniently where people live and work.
- Service that includes picking up customers at no extra cost.
- Offices within 15 miles of 90 percent of the U.S. population.

Reservation Process for Business Rentals

Reservations for business travel can be made in one of several ways using **Truman State University** Business Rental Account number (**NA51E12 for in-state rentals and NA51E11 for out-of-state rentals**):

- By calling the branch direct
- Custom Website (Preferred method) at http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=TRUMANST
- By calling 1-800-Rent-A-Car
- Accessing the Enterprise website at www.enterprise.com
 - See the screen shots on page 3 on how to make reservations on Enterprise's website
- Reservations are to be made 24 hours in advance for guaranteed vehicle class.
 - Hours of operation 7:30 am to 6:00 pm.
- **Truman State University** employees will be required to provide a valid driver's license at the time of rental along with a major credit card or purchase order for payment.
- Hours of service 7:30 am to 6:00 pm
- Pricing includes the CDW and Supplemental Liability insurance

Vehicle Return

- When an Associate returns from a business trip, they are required to call Enterprise to schedule vehicle pick-up. The phone call is important; this ends the rental period and the basis for the rental charges.
- There is a ½ hour grace period; any vehicle return calls made more than 24 & 1/2 hours after the requested delivery time will result in additional second day charges.

**** Truman State University personnel are required to fuel rental cars prior to return to the rental agency or pick up****

Reservation Process for Personal Rentals

A **Truman State University** employee can reserve a vehicle for personal use in one of several ways using Business Rental Number (**NA51E12**) for in state and out of state travel. **Account number NA51E11 is to be used for university business travel only.**

- By calling the branch direct
- By calling 1-800-Rent-A-Car
- Accessing the Enterprise website at www.enterprise.com
- Truman State University students and employees will be required to provide a valid driver's license and a credit card to charge the expense.
- Personal rentals do not include any optional protection packages such as CDW and Supplemental Liability insurance. They can be purchased at an additional charge.

How to make Reservations on the Internet:

⇒ Go to www.enterprise.com and follow the directions listed below:

Enterprise Rent-A-Car: Rental Cars at Everyday Low Rates - Microsoft Internet Explorer

Address: https://www.enterprise.com/car_rental/resSummary.do?selectLink=startOver&transactionId=WebTransaction2

Navigation: [Rent a Car](#) | [Corporate Accounts](#) | [Rent a Truck](#) | [Buy a Car](#) | [Manage Your Fleet](#) | [Careers](#)

Create a Car Rental Reservation in the US (Including Puerto Rico)

Rent a car in: [US](#) | [Canada](#) | [UK](#) | [Ireland](#) | [Germany](#)

1 Location: Enter either a City, State, or Zip Code or select an [Airport](#) or [Port of Call](#).

 Show airport locations only

Dates & Times

2 Start: May 18 Noon
End: May 19 Noon

3 Choose a Car Rental Class ([More about Car Classes](#))
Show me everything

Your Age: 25 and Up

Optional: Coupon, Customer, or Corporate

[Modify an Existing Reservation](#)

[Search](#)

Weekend Special 50% OFF
Friday to Monday - Off Standard Daily Rates
[Book Now](#)

Need a hotel room? Let us help. [Shop now](#)
email extras [Sign up now](#)

For Business or Personal Travel—Enter Business Rental Account #NA51E12 (in-state) or NA51E11 (out of State)

Enterprise Rent-A-Car: Rental Cars at Everyday Low Rates - Microsoft Internet Explorer

Address: https://www.enterprise.com/car_rental/home.do

Navigation: [Rent a Car](#) | [Corporate Accounts](#) | [Rent a Truck](#) | [Buy a Car](#) | [Manage Your Fleet](#) | [Careers](#)

Corporate Account Sign In

To access your corporate account, please enter the first 3 characters of your company's name or PIN number: [Sign In](#)

Examples:
St. Charles Lumber = STC
A-1 Corporation = A1C

Enter 3 Digit Code: "TRU"

Want to reserve a vehicle without the benefits of your Corporate Account? Visit our [Main Home Page](#)

Done Internet

Enterprise Plus Account Set up



Language: English [About Us](#) | [Contact Us](#) | [Help](#)

[Rent a Car](#) [Corporate Accounts](#) [Rent a Truck](#) [Buy a Car](#) [Manage Your Fleet](#) [Careers](#)

Join Our Corporate Program
[Learn more](#)

Long Term Rentals
[We can help](#)

Need a hotel room?
[Let us help.](#)
[Shop now](#)

email extras
[Sign up now](#)

Create a Car Rental Reservation in the US (Including Puerto Rico)

Rent a car in: [US](#) | [Canada](#) | [UK](#) | [Ireland](#) | [Germany](#)

1 **Location** Enter either a **City, State, or Zip Code** or select an [Airport](#) or [Port of Call](#).

stl

Show airport locations only

Dates & Times

Start

2 Feb 23 Noon

End

Feb 24 Noon

Choose a Car Rental Class ([More about Car Classes](#))

3 Minivan

Your Age 25 and Up

[Search](#)

Optional: Coupon, Customer, or Corporate Number

[Modify an Existing Reservation](#)

Discover the Benefits
[Learn More or Login](#)

Weekend Special 50% OFF

Friday to Monday - Off Standard Daily Rates [Book Now](#)

Bestselling Author Reveals Enterprise Rent-A-Car's Secrets To Success.



Buy Online Now At 40% Off!

[Learn More](#)



Enterprise ranked "Highest In Rental Car Customer Satisfaction, Three Years In A Row" by J. D. Power and Associates

Tired of typing in your information over and over? With your Enterprise Plus Account, you can breeze through an online reservation! Signup is easy. Visit www.enterprise.com to sign up!



[About Us](#) | [Contact Us](#) | [Help](#)

[Rent a Car](#) | [Corporate Accounts](#) | [Rent a Truck](#) | [Buy a Car](#) | [Manage Your Fleet](#) | [Careers](#)

Discover The Benefits



- Faster rental car pick up
- Exclusive member discounts
- Personalized contracts to get you going more quickly
- ePlus members' line at participating airport locations
- Online access to your previous rentals
- ePlus is available at enterprise.com and participating airport and neighborhood locations

Questions?
Take a look at our [FAQs](#).



Enjoy the Benefits of ePlus Today!

[Sign Up Now](#)

ePlus Member Login [Forgot?](#)

Member Number:

Password:



Online Activation

[Create a Password](#) to use member benefits online.

Attention Express Lane Members:

ePlus is our new member program.
[Convert your Express Lane Account](#) in 3 easy steps to enjoy the benefits of ePlus today.

For immediate, personal assistance, please [email](#) us or call 1-800-XXX-XXXX.

Create an Account and add your corporate account number:

About Us | Contact Us | Help

enterprise

Rent a Car | Corporate Accounts | Rent a Truck | Buy a Car | Manage Your Fleet | Careers

Create Account

Please tell us a little about yourself to make future transactions easier and faster. As always, we promise not to share your information.

Main Information

Your information will be submitted over a secure connection.

*** Indicates Required Field**

Renter's Details

*First name:

*Last name:

*Email:
(e.g. johnsmith@yahoo.com)

Choose a Password

*Password:
(Min 6, non-special characters)

*Re-enter your password:
(for verification)

Home Address in United States ([change country](#))
(including Puerto Rico)

*Street Address Line 1:

Corporate Account Information

Corporate account number:

3 character access code:

Your Preferences

Set language for viewing site:

Preferred Rental Country:

Login Options

Remember me when I visit enterprise.com [What's this?](#)
(If you check this box you will not have to login next time you return)

Email Extras

email extras Sign up for Email Extras to receive rental car discounts, car rental coupons and other special Enterprise offers.

About Us | Contact Us | Help

enterprise

Rent a Car | Corporate Accounts | Rent a Truck | Buy a Car | Manage Your Fleet | Careers


Welcome

Congratulations, you are now an ePlus member.

Your temporary ePlus member number is **1234XYZ**.

Your permanent card and number will arrive in the mail in the next 4-6 weeks. Until then, you may want to [print this page](#).

Next time you rent, use your ePlus member number for faster, easier reservations.



[Print this page](#)

Make a Reservation



A Message From
The Enterprise Business Rental Program



Personal Use for Truman State University Faculty, Staff, Students, & Alumni

As a part of a contract bid through the State of Missouri Enterprise Rent-A-Car is proud to offer Truman State University reduced rates for personal use to all staff, faculty, and supporters of Truman State University. To make a reservation:

1. Go to Enterprise.com® and enter: NA51E12 in the optional source code at the bottom of the first page. Then use “TRU” as the pass code for the 2nd page.
2. Call 1-800-Rent-A-Car and give the representative the account number: NA51E12
3. Call Branch direct and let them know you are with Truman State University and this is a personal use rental.
4. Paste/Save this link: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=NA51E12
5. Contact your travel consultant/ account manager:

Shawn Vieth
Business Rental Rep.
Office: 573-634-7054
Cell: 573-301-1573
E-mail: Jeffery.S.Veith@erac.com

Call Branch for 1/2 price weekend special

Kirksville: 660-665-3396