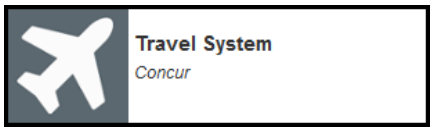
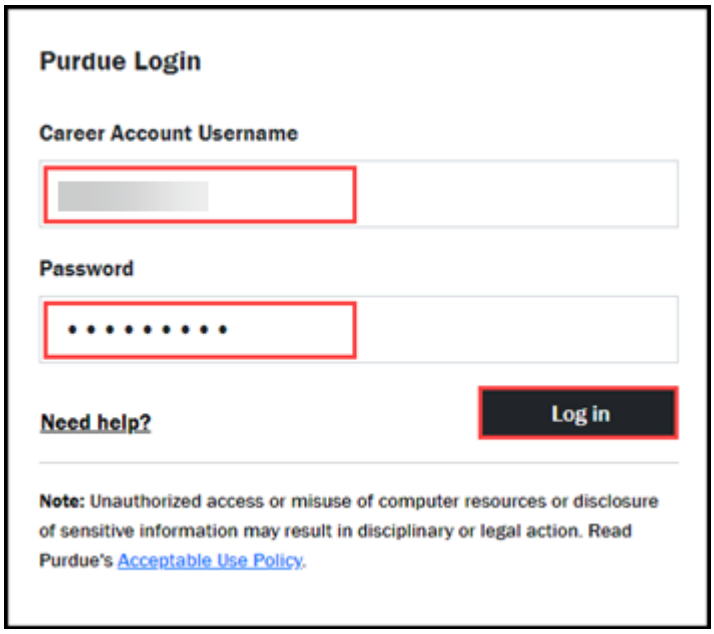
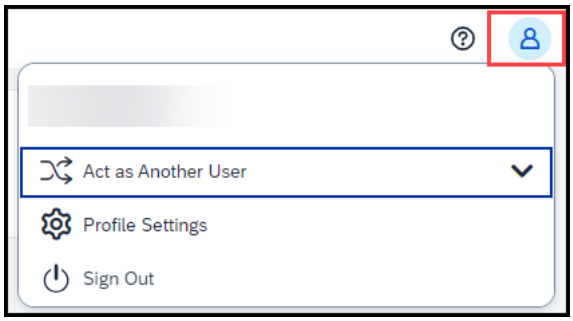
Booking Daily Vehicle Rental with Enterprise

Last Updated: 02/24

This QRG provides the steps for travelers and/or delegates to book a daily vehicle rental using Enterprise.

Jump Links: Log in to Concur, Search for Accommodations, Car Rental Results, Segment Itinerary, Request Header, Attach Additional Documentation, Submit, Report Review, Notifications

Log in to Concur

Go to the **OneCampus Portal**. Choose **Travel System (Concur)** to log in to Concur. Log in using your **Purdue Career Account Username** and **Password**. Click **Log in**.	http://one.purdue.edu/  
If creating on behalf of another traveler, click **Profile**.	

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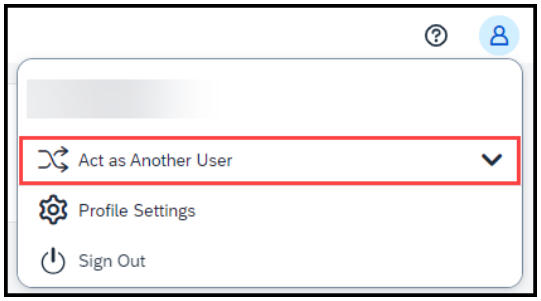
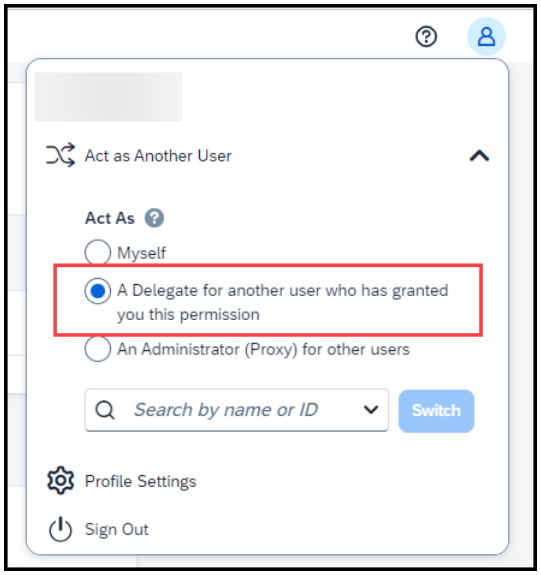
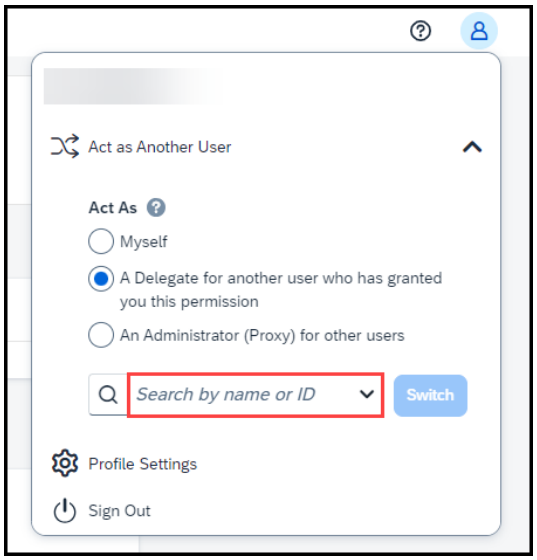
Click **Act as Other User**.	
Select **A Delegate for another user who has granted you this permission**.	
Select user name from drop-down menu, or search by entering name.	

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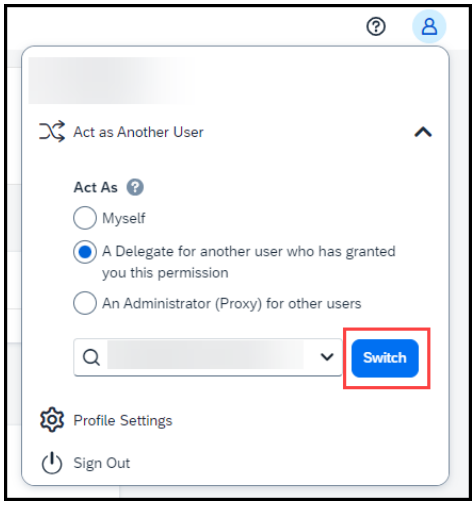
Click **Switch**.



Search for Vehicle

Before booking travel, know the following:

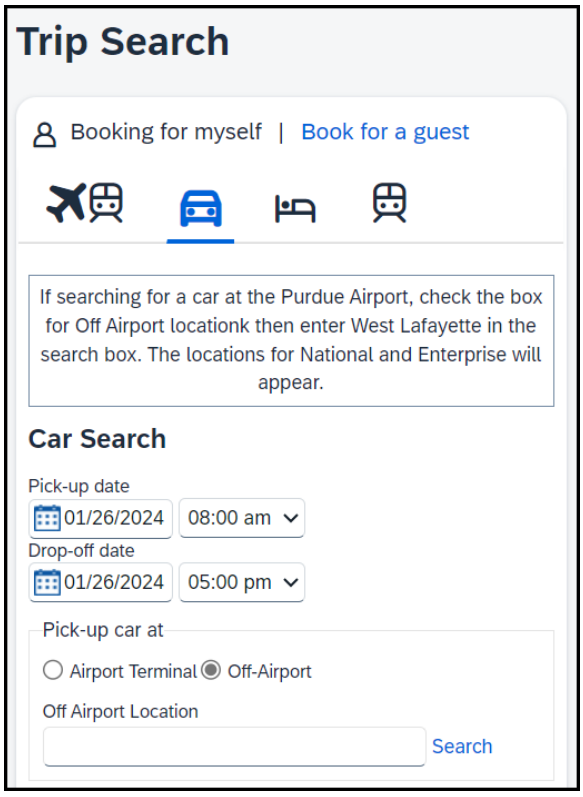
- University rules regarding travel
- All funding source accounts
- Trip details

From Concur Home page, book trip using **Trip Search**.

1. Click the **Vehicle Rental** tab.
2. Enter **Pick-up/Drop-off date**.
3. Click the **Off-Airport** radio button.
4. Click **Search**.

NOTE: Pick-ups are only available during business hours.

Sunday	Closed
Monday	8:00 AM - 6:00 PM
Tuesday	8:00 AM - 6:00 PM
Wednesday	8:00 AM - 6:00 PM
Thursday	8:00 AM - 6:00 PM
Friday	8:00 AM - 6:00 PM
Saturday	9:00 AM - 12:00 PM



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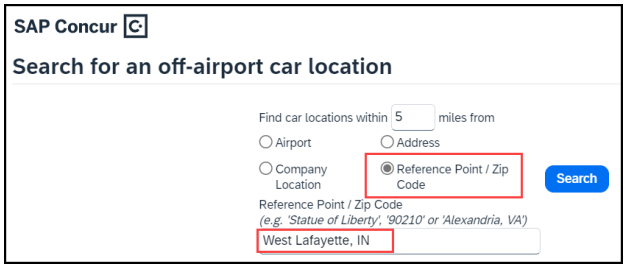
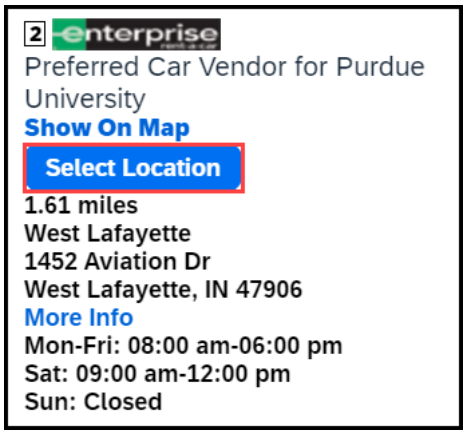
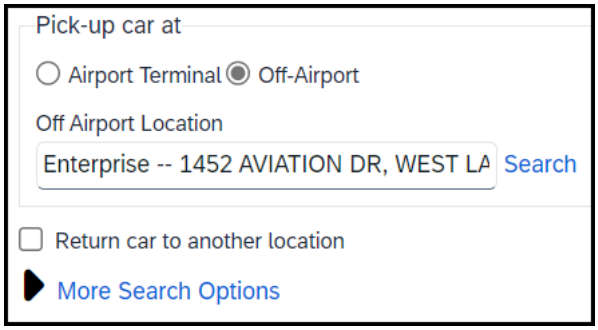
Click the **Reference Point // Zip Code** radio button. Enter **West Lafayette, IN** as reference point.	
Click **Select Location** to choose **Enterprise**.	
Screen will revert back to Trip Search.	
Click **Search**.	

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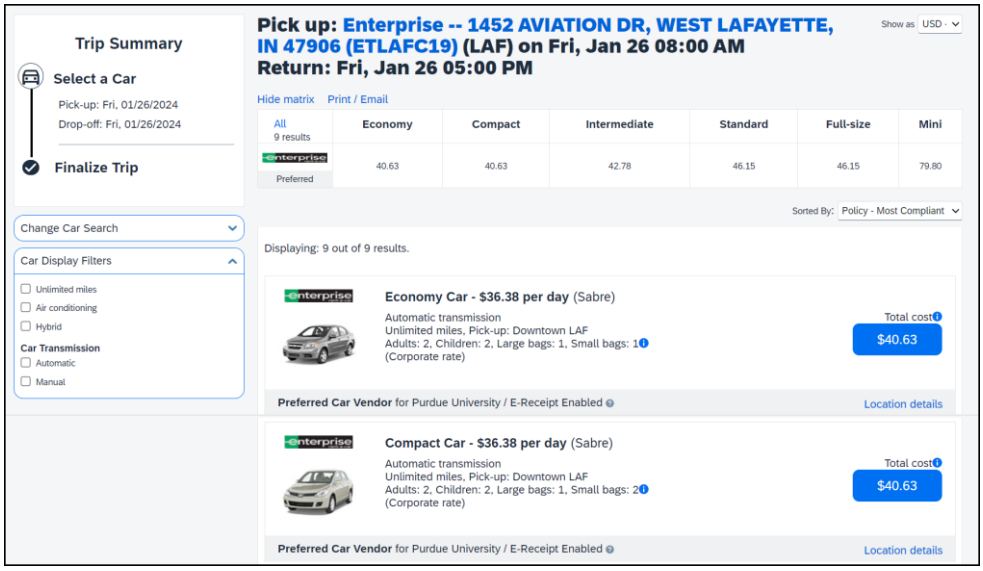
Car Rental Results

A summary of car rental results are displayed in a table above detailed results.

Details of available car types are displayed below table.

Click **Total cost** button to select vehicle.

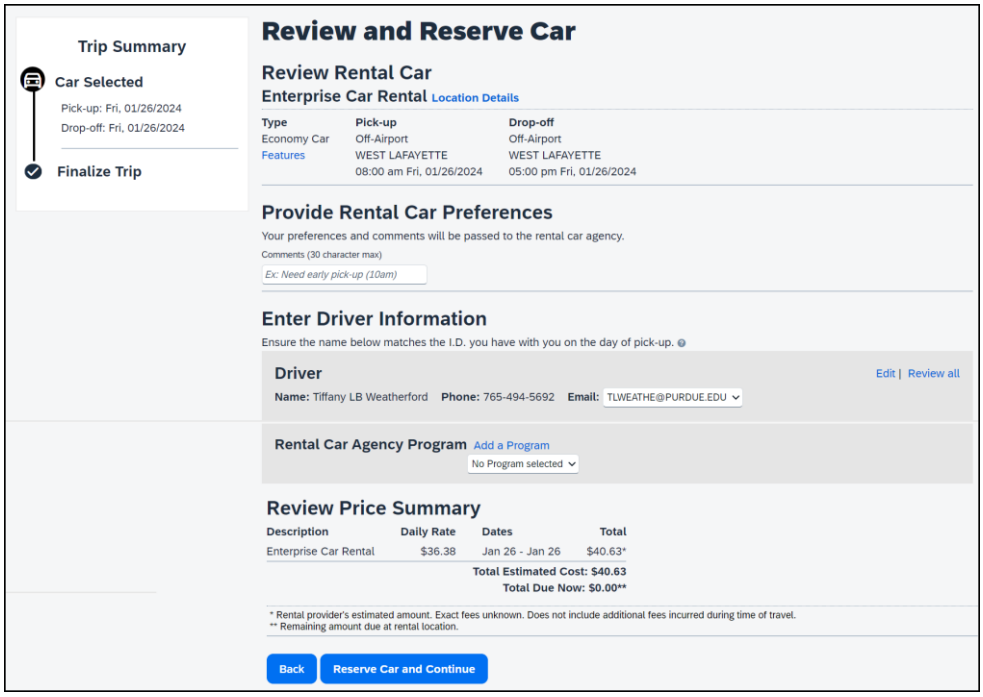


Review car rental details and select any frequent traveler programs for selected carrier.

To accept, click **Reserve Car and Continue**.

To select new car, click **Back**.

NOTE: Your rental car has not been confirmed until you have continued on through the Segment Itinerary and have completed and submitted the Travel Request. You must continue on with the booking process to secure your car rental reservations.



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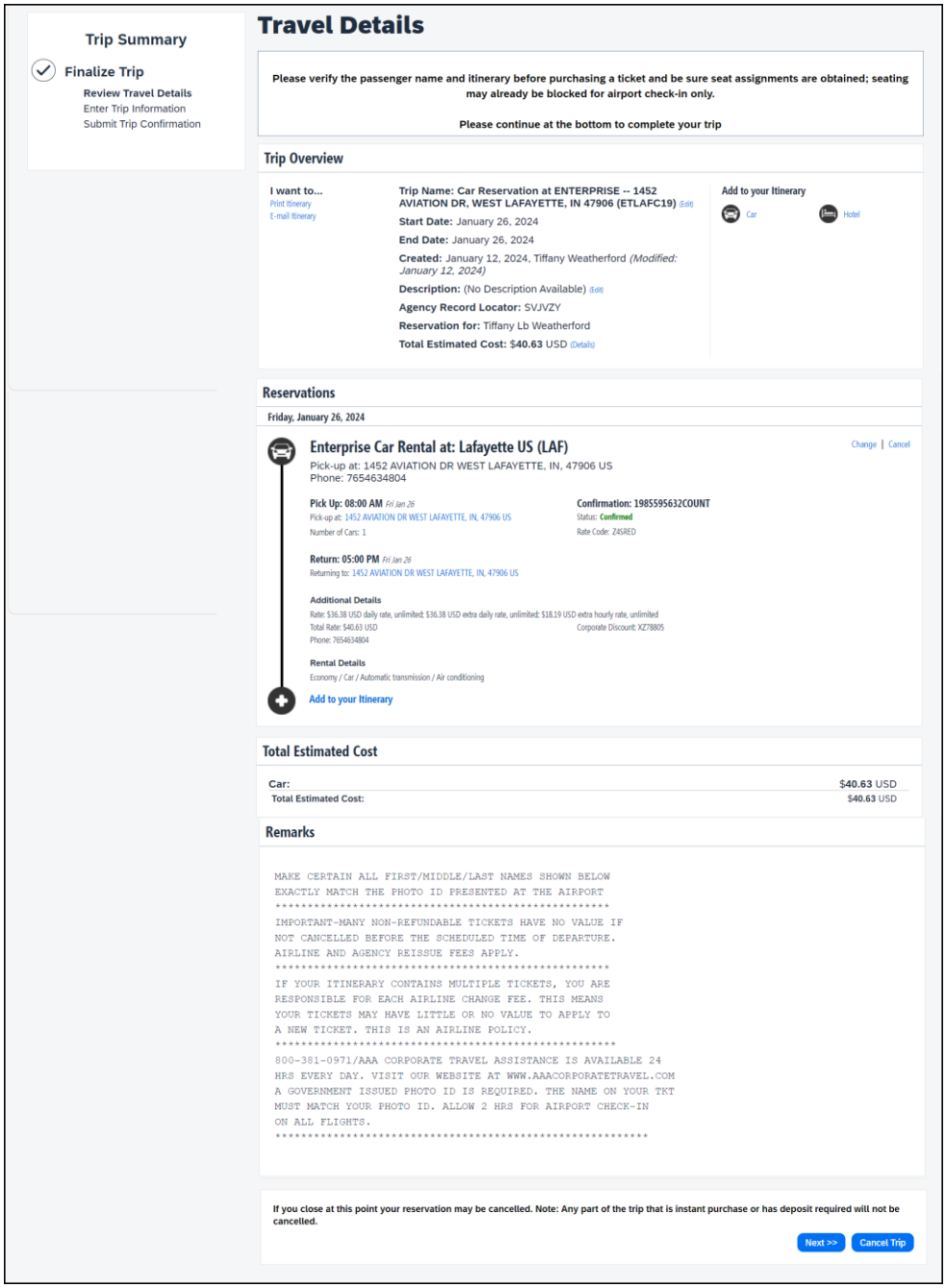
Segment Itinerary

The ability to change, edit or cancel reservations can still be made at this time using the links to the right of the segment details.

Review rental car reservation details.

Review total estimated cost of trip for pending reservations.

Click **Next>>**.



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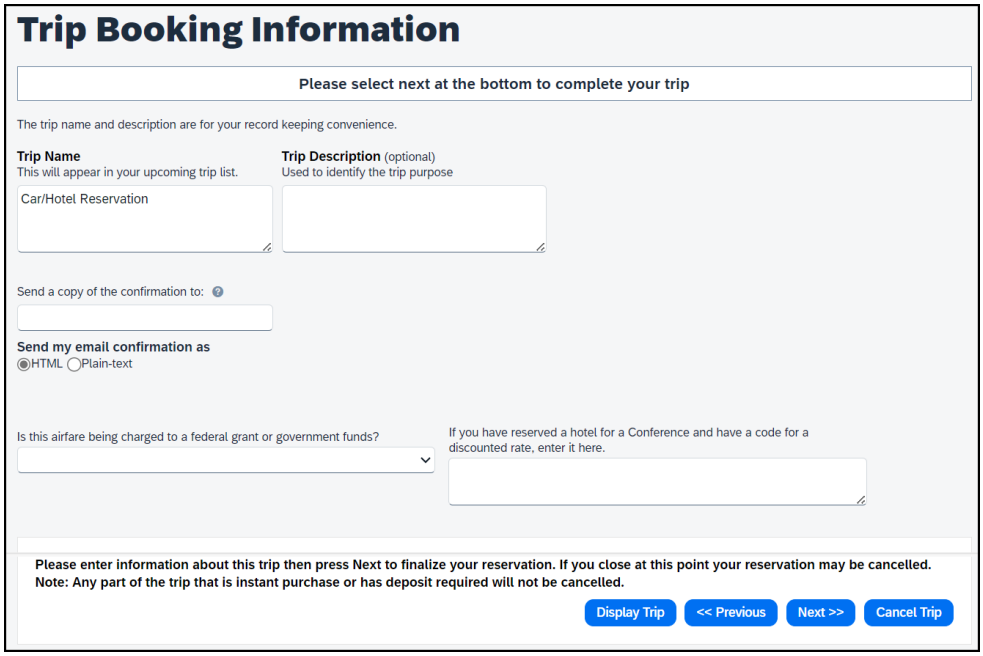
Enter **Trip Name**.

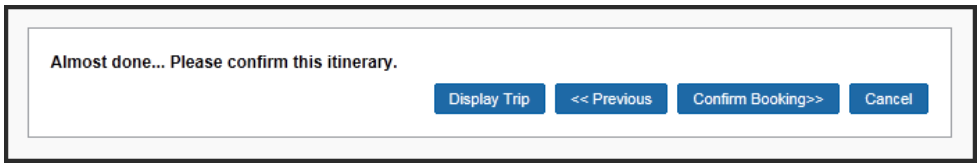
NOTE: This is the name as it will appear on the trip itinerary received by email from Concur as well as how the trip will be displayed on the Trip List.

Click **Next>>**.



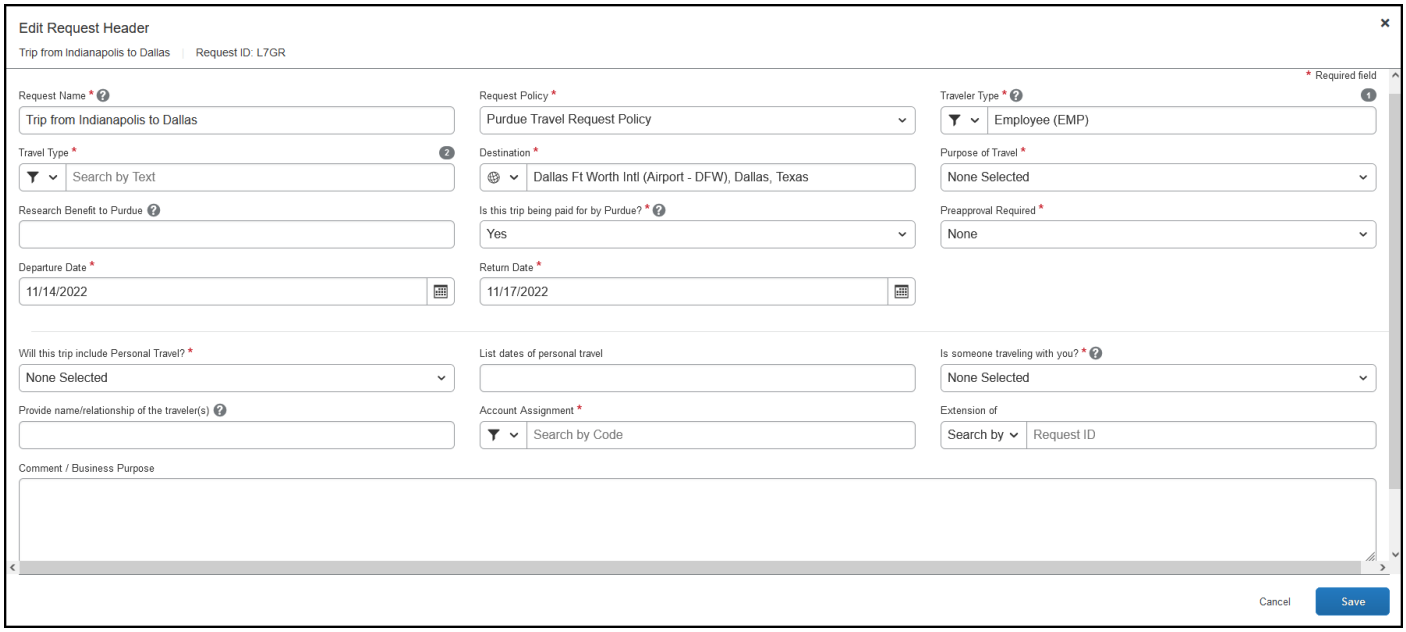
Travel itinerary details appear one last time. Verify all reservations are correct.

Click **Confirm Booking>>**.



Request Header

Complete all required fields on the **Request Header**. All required fields are noted with a red asterisk.



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Request Name	Name trip according to the naming convention that has been designated by departmental business office. This specific naming convention helps to ensure the trip is identifiable and easily reported on.
Request Policy	Populated by booking.
Traveler Type	Select: Employee (EMP)
Travel Type	Select One: In State, International, International - Under Warning, Out of State. NOTE: If travel type is International or International – Under Warning, list all cities and countries that will be visited in the **Comment** box. For a list of countries with travel warnings, visit the Department of State website at: Travel (state.gov). Risk Management provides insurance for all international travel.
Destination	Populated by booking.
Purpose of Travel	Select best option from drop-down menu. NOTE: When option related to research is selected, the business purpose is required in the **Comment** box.
Research Benefit to Purdue	NOTE: When option related to research is selected, the purpose of research is required in the **Research Benefit to Purdue** box.
Is this trip being paid for by Purdue?	Select yes or no.
Preapproval Required	Default selection is **None**. Most trips do NOT require pre-trip approval. However, if the funding source for the trip is from any of the areas listed, or is mandated by department head, select the appropriate item. If travelling internationally on ARO, AID, EPA, USDA, State Sponsored or Foreign Gov't funds, select appropriate drop-down. If travelling on DOE Lab or funds that have been defined by the sponsor as requiring pre-trip approval, select appropriate drop-down. For a list of Sponsor Defined pre-trip approval requirements, see Sponsored Programs with Travel Restrictions/Requires Sponsor Approval
Departure Date	Populated by booking.
Return Date	Populated by booking.
Personal Travel	List any dates to be used as personal time.
Travel Companion	List names of other employees, spouse, or other individuals who will be traveling with you.
Account Assignment	**Account Assignment** is a required field. Click in the **Account Assignment** text box. The **CODE** radio button is selected by default. Type an asterisk (*), followed by the Order or WBS Element number, excluding any leading characters such as 'F.' or 'C.'. *-or-*

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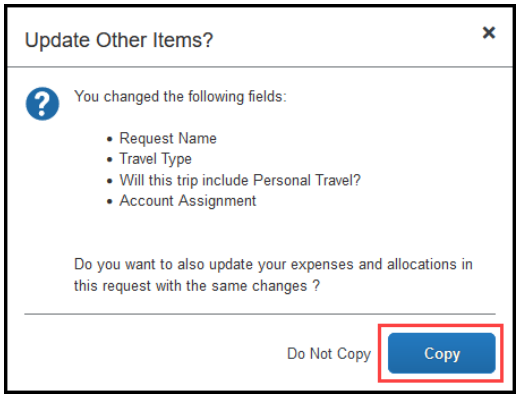
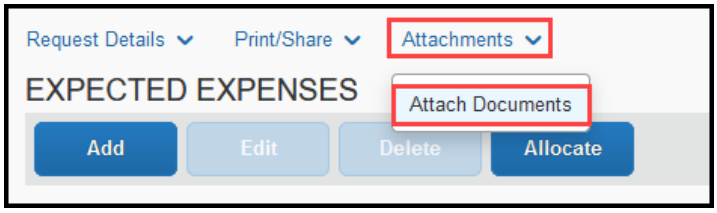
	Search by **TEXT** Change the radio button to **TEXT** and type an asterisk (*) followed by the account name (Football). NOTE: When travel is paid by more than one source of funds, use the primary (most restrictive) account assignment. If all accounts are equally restrictive, list the account that is paying for majority of cost. If correct account assignment is unknown, click **Save** and refer to departmental business office or the job aid they provided.
Extension of	Select other Travel Request name if this request is in addition to another.
Comment	Enter any comments relevant to this request. NOTE: If using more than one account number for expenses, please add the other account number(s) in this comment field and include percentage or dollar amount per account. NOTE: When option related to research is selected, the business purpose is required in the **Comment** box.
Verify all information in Request Header. Click **Save**.	
Click **Copy**.	
Attach Additional Documentation	
If a need exists to attach additional documentation to the Travel Request, click **Attachments** and select **Attach Documents**.	

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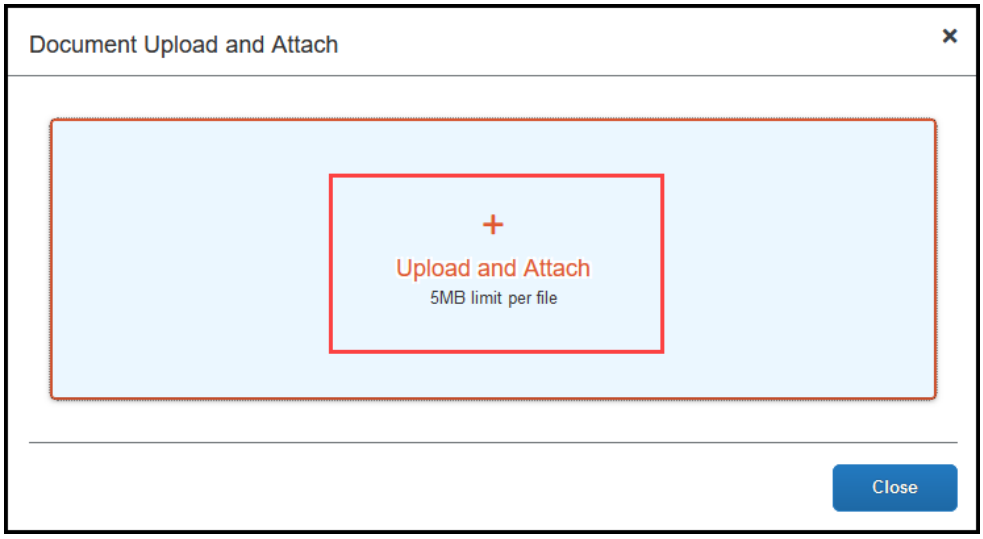
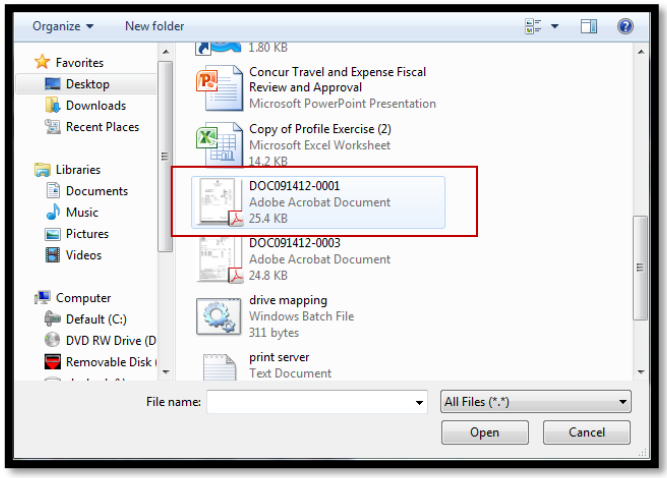
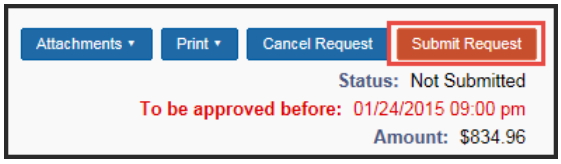
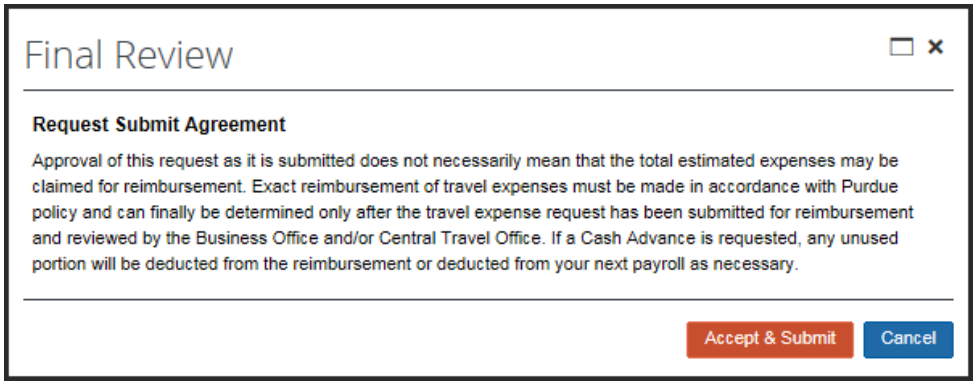
Click **Upload and Attach**.	
Select document from the **Choose File to Upload** window. Click **Open**.	
Submit	
If arranging travel for yourself, click **Submit Request**.	
Review the **Request Submit Agreement**. Click **Accept & Submit**.	

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Arrangements are automatically booked unless they require approval and are actively rejected by the Fiscal Approver in the Concur System.

Report Review

Sponsored Programs will review funding source report within two business days of receipt.

To deny travel on specified funds, notification is given to the fiscal approver of the funding source listed in the header **Account Assignment**.

SPS approval is required for foreign travel on all SPS funds except NSF and NIH. SPS also reviews and approves funding if one of the following applies to travel request:

- ARO (International Only)
- DOE Lab
- AID (International Only)
- EPA (International Only)
- USDA (International Only)
- State Sponsored (International Only)
- Foreign Gov't (International Only)
- Sponsor Defined

SPS approval of foreign travel on NIH and NSF funds has been delegated to the fiscal approver.

Notifications

A Concur generated email request for approval is immediately sent when pre-trip approval is required. Once approved, a notification report is generated outlining trip details and forwarded to:

- Traveler's supervisor
- Fiscal Approver of all funding sources
- Traveler

Traveler's Delegate – *Only if the delegate created the travel request.*

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