



## ENTERPRISE RENTAL CAR RESERVATION INSTRUCTIONS

1. Open Western's [Enterprise Reservation Portal](#) (for business use only)
2. Select Enterprise or National car rental
3. Enter Reservation Details. The Corporate Account **Western WA Univ-NASPO** should display:

**RESERVE A VEHICLE** OR [VIEW / MODIFY / CANCEL RESERVATION](#)

1 **PICK-UP & RETURN LOCATION** (ZIP, City or Airport) \* \* Required Field

Bellingham

Return to a different location [?](#)

2 **PICK-UP \*** **RETURN \*** **RENTER AGE POLICY \***

30 Jul 2021 12 :00 PM → 31 Jul 2021 12 :00 PM 25+

**CORPORATE ACCOUNT NUMBER OR PROMOTION CODE** [?](#) **VEHICLE CLASS** [?](#)

WESTERN WASHINGTON UNIV-NASPO X All Vehicles

I'm booking on behalf of someone else

Compare Rental vs. Reimbursement Cost

**CHECK AVAILABILITY**

4. Check the box "I'm booking on behalf of someone else" if applicable.
5. Search for and select a vehicle. Decline add-ons. Damage Waiver is included for domestic rentals.
6. **Review & Reserve:** enter Contact Details.

## Confirm Trip Purpose

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Your account is associated with WESTERN WASHINGTON UNIV-NASPO. Are you traveling on behalf of WESTERN WASHINGTON UNIV-NASPO for this rental?

- Yes  
 No

## Billing

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I am authorized for billing privileges and am choosing to bill **WESTERN WASHINGTON UNIV-NASPO** for this rental.

- Yes  
 No

## Additional Details

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Payment Request Form Number (Optional)

Request ID 12AB. Payment Request Form #1234567 (required when invoicing WWU directly)

7. **Billing:** Select Yes if using a department billing number and enter the number in the field that opens below. Select No and driver will need to present a payment card at time of pickup and be reimbursed. To invoice WWU directly for the rental, contact Travel Services for the billing number.

8. **Additional Details:** Enter TA # or Request ID.

9. **Additional Details: Only when invoicing WWU directly,** please create and save a Payment Request Web Form for this rental. Enter the Payment Request Form Number in the Additional Details field. Finish processing the saved web form after the trip with final charges and invoice attached.