

Car Rental Process



How do I reserve a car rental for a business meeting, conference, or workshop?

SMBSD has set up a National Business Use, Corporate Account with Enterprise to obtain state rates for car rentals. All car rental reservations are made online through Enterprise using the following steps. **Note:** You will need to show your district ID badge and Travel Card when picking up the car.

There is no need to take additional insurance when renting the vehicle because the state contract includes extra insurance. The rental rates include \$250,000 in insurance coverage. This provision will allow, in the case of an accident, for the district to file a claim against the provided insurance coverage and only incur liability if the damages exceed \$250,000.

How do I make a reservation?

- Step 1:** Enter a requisition in Escape using **U.S. Bank [Vendor #002801]** as the vendor
Note: Car rental, conference registration and hotel reservations can be itemized on the same purchase order.
- Step 2:** Requisition is routed for approvals.
- Step 3:** With an authorized P.O., then log onto the Enterprise website [www.enterprise.com] and make a reservation using the SMBSD corporate code: **DB30J14**. Then, you will be prompted to enter the first three letters of the district's name: **SAN**.
- Step 4:** **Bring your P.O.** and pick up your district issued credit card from the Purchasing Office the day before the trip.
- Step 5:** The travel card should be used for the Car Rental and fuel (the Business Office will verify and calculate fuel as compared to mileage driven). Mileage charts are available on our website under Business > Travel and Conference > Mileage
- Step 6:** After returning from the trip, submit all receipts for any credit card expenses to the Purchasing office. Attach all receipts, obtain approvals, and submit your conference reimbursement request form to the business office for auditing purposes.

If you have any questions regarding this process, please call the Purchasing or Business office @ 8176/8175