

# National Rental Guide

FLORIDA ATLANTIC UNIVERSITY. **FAU**

If not an **Emerald Club Member**, please refer to our guide on how to sign up!

Reserve a  
*Compact*  
car and  
choose  
**ANY** car  
from the  
Emerald  
Club Isle



Enrollment

Benefits

Emerald Aisle

Emerald Aisle Locations

Emerald Counter Service<sup>SM</sup>

Emerald Reserve Service<sup>SM</sup>

National Mobile App

Emerald Priority Service

Rules

## Speed. Choice. Control.<sup>®</sup>

With National Car Rental and The Emerald Club, Green Means Go<sup>™</sup>. The Emerald Club<sup>®</sup> is designed to make your car rental experience faster and more convenient. You can enjoy special privileges reserved for frequent renters every time you rent.

### Benefits of the Emerald Club

1. **Bypass the counter** – Bypass the rental counter and go directly to the Emerald Club Aisle at more than 50 major airports in the U.S. and Canada.
2. **Choose your own car** – Don't waste time looking for your assigned car - just choose any car from the Emerald Club Aisle and be on your way.
3. **Choose your rewards** – Choose Free Rental Days or your favorite frequent traveler program.

Enroll Today

Sign In

## Expenses/Travel

Policies and Procedures
Job Aid
Helpful Hints
Online Travel Agent
pCard for Travel
External Links
Help Desk Ticket for Travel
<b>Car Rental</b>
FAQ

## Job Aid

-  Payment Types
-  Creating Spend Authorizations
-  Close Spend Authorizations
-  Creating Expense Reports
-  Creating Expense Reports for pCard
-  Itemize Create Expense Report pCard
-  Cancel or Change Supplier Invoices, Expense Reports, Spend Authorizations
-  Establish Delegations
-  Cancel Delegations
-  Create Expense Report Visa Correction pCard
-  Tips and Tricks

Expenses/Travel Office Hours

[Click on Car Rental](#)

## Expenses/Travel

[Policies and Procedures](#)[Job Aid](#)[Helpful Hints](#)[Online Travel Agent](#)[pCard for Travel](#)[External Links](#)[Help Desk Ticket for Travel](#)[Car Rental](#)[FAQ](#)


## Car Rental - National/Enterprise

Florida Atlantic University is pleased to announce that National Car Rental and Enterprise Rent-A-Car will be the state's new rental car provider. This new agreement with National and Enterprise replaces the Avis contract which has been in place for the past few years. The new National/Enterprise contract runs from September 30, 2015 through September 29, 2020. The partnership offers travelers both airport as well as neighborhood locations that can be utilized for business and personal travel. Other highlights:

- Over 450 locations (National and Enterprise)
- Complimentary "We'll Pick You Up" service
- Unlimited miles
- Roadside Assistance
- Qualified licenses drivers 18 years and older are eligible to rent on state business

They also offer a complimentary Emerald Club program for frequent renters (Note – You will need a credit card to join). Emerald Club members receive credit for both National and Enterprise rentals along with a list of many additional membership returns.

- **New Emerald Club members** – New Emerald Club members will need to enroll. Please make sure you have your pCard number and/or credit card number available at time of enrollment for input.
- **Existing Emerald Club members** – If you're already an existing member of the Emerald Club, please email our local representative [Kevin.j.Sevilla@ehi.com](mailto:Kevin.j.Sevilla@ehi.com) or [Derek.A.Hart@ehi.com](mailto:Derek.A.Hart@ehi.com) with your member # and he will have the discount number put into your profile. You will need to update your profile with a pCard number for future rental charges.
- **Status Match** – If you have elevated status with Avis loyalty program you can receive a status-match into the equivalent tier in the Emerald Club. If you'd like to seek a status match please email our local representative [Kevin.j.Sevilla@ehi.com](mailto:Kevin.j.Sevilla@ehi.com) or [Derek.A.Hart@ehi.com](mailto:Derek.A.Hart@ehi.com) with your Emerald Club # (once received) and he will assist you with this.

Attached please find a helpful  [step by step approach to manage your transition to National/Enterprise Car Rental along with important Q&A for your review.](#)

FAU has added a new feature to enable departments to use National/Enterprise for students and/or other travelers that do not have their own pCards. Simply complete the attached document and EHI will contact you to complete the setup within 72 hours. You will be provided a customized member number and instructions on how to book a reservation once all has been completed. (Note - This replaces the old Voucher system.)

 [Electronic Billing Agreement](#)

Please remember that pCards are the preferred method of payment when renting vehicles.

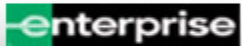
[Click Here to Book a Reservation](#)

Uptaking Waves



The **Enterprise®** Business Rental Program. **A Better Way To Go™**

Florida Atlantic University



Florida Atlantic University - Enterprise

Select ▶



Florida Atlantic University - National

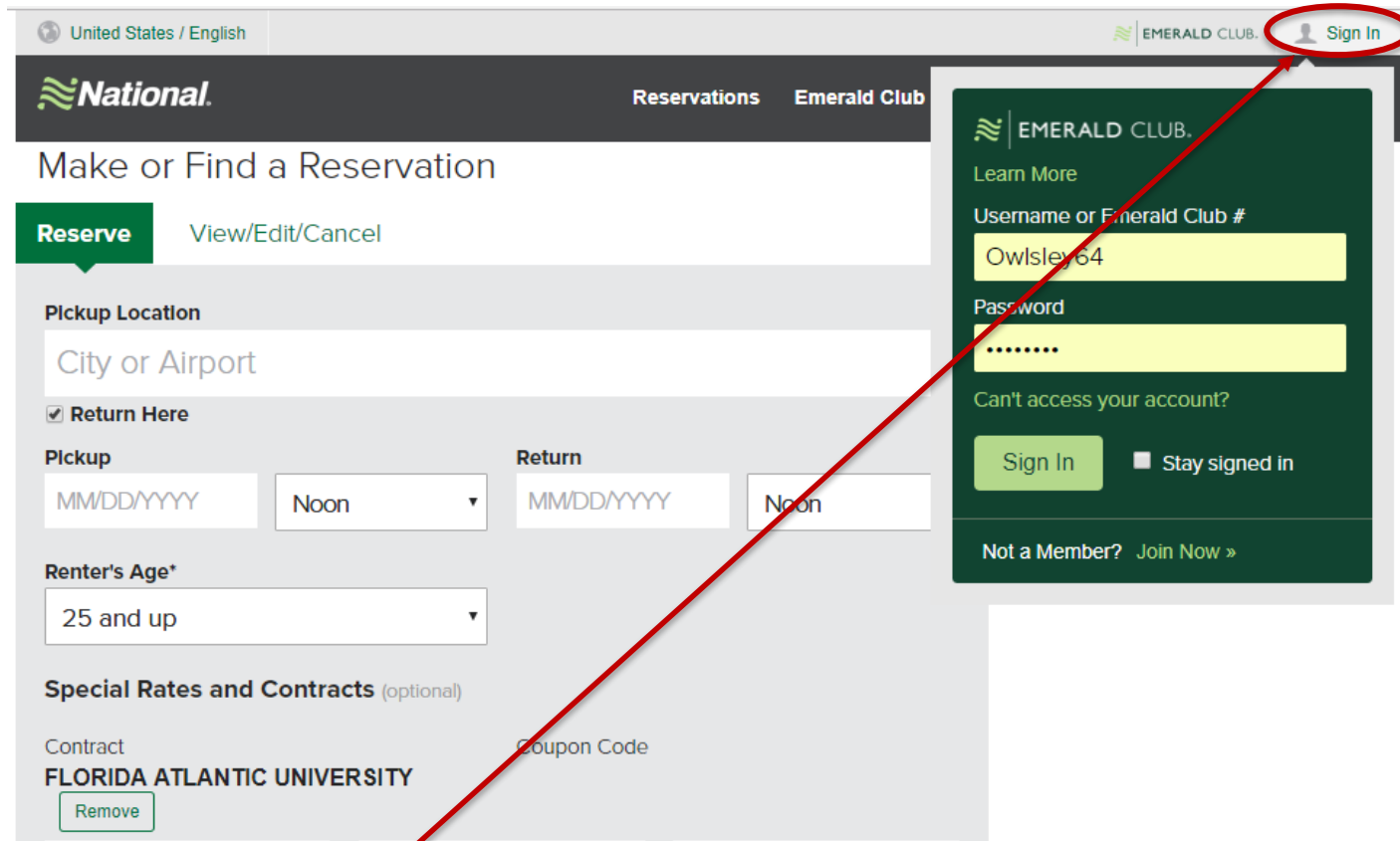
Select ▶

Emerald Club Enrollment

Select ▶

Select  
National  
for your  
rental





United States / English

EMERALD CLUB. **Sign In**

**National.** Reservations Emerald Club

## Make or Find a Reservation

**Reserve** View/Edit/Cancel

**Pickup Location**

City or Airport

☒ Return Here

**Pickup**

**Return**

**Renter's Age\***

**Special Rates and Contracts** (optional)

Contract **FLORIDA ATLANTIC UNIVERSITY**

Coupon Code

1. Click on "SIGN IN"
2. Sign in with your Username or Emerald Club # and Password
3. Make sure that the page you are on shows the FAU contract has been added

*Making Waves*

1. Select the Pickup Location for the car
2. Enter the Pick up/Return date and time
3. Make sure Florida Atlantic University is selected under contract
4. If returning at a different location select option
5. Click Start Reservation

## Make or Find a Reservation

Reserve

View/Modify

## Pickup Location

Bozeman Intl Airport (BZN)

☒ Return Here

## Pickup

08/08/2017

Noon

## Dropoff

08/18/2017

Noon

## Special Rates and Contracts (optional)

## Contract

☒ Use My Contract FLORIDA ATLANTIC UNIVERSITY

## Coupon Code (optional)

## Product Code

One-Click Reservation

Start Reservation

*Making Waves*

# DON'T FORGET!!!!!!

FLORIDA ATLANTIC UNIVERSITY.



Reserve a  
*Compact*  
car and  
choose  
**ANY** car  
from the  
Emerald  
Club Isle



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Reservations

Emerald Club

Business Programs

Locations

Vehicles

## Vehicles

Low to High ▾

All

Cars

SUVs

Vans

Trucks

Total price includes taxes and fees

Hide

**Economy**

Mitsubishi Mirage or similar

Contract Price

Select

\$225.00 / week  
**\$426.69 / total****Compact**

Nissan Versa or similar

Contract Price

Select

\$225.00 / week  
**\$426.69 / total****Midsize**

Hyundai Elantra or similar

Contract Price

Select

\$240.00 / week  
**\$452.34 / total**

## Rental Summary ^

FLORIDA ATLANTIC UNIVERSITY

**Pickup/Return Location** Bozeman Intl Airport   
Belgrade MT 59714 United States**Dates**

Tue, Aug 08, 2017

12:00 PM

Fri, Aug 18, 2017

12:00 PM

Policies &amp; Help ▾

Please note that FAU will  
only reimburse the  
traveler for Economy or  
Compact, unless  
justification is provided

Making Waves



### Additional Items

Continue

#### SiriusXM® Satellite Radio

\$20.99 / Week \$42.96 / total

Add

#### GPS Navigation Device

\$49.95 / Week \$76.92 / total

Add

1

#### Fuel Service Option

\$1.99 / Gallon \$23.68 / total

Add

#### Child Safety Seat

\$9.99 / Day \$99.90 / total

Add

1

#### Ski Rack

\$30.00 / Week \$45.00 / total

Add

### Protection Products

Continue

#### Loss Damage Waiver

Included

✓ Added

#### Roadside Plus

Included

Renter may purchase Roadside Plus (RSP) from Owner for an additional fee...

✓ Added

Cancel

Back

Continue

### Rental Summary

FLORIDA ATLANTIC UNIVERSITY



Economy edit

Mitsubishi Mirage (or similar)

Pickup/Return Location edit

Bozeman Intl Airport  
Belgrade MT 59714 United States

Dates edit

Tue, Aug 08, 2017  
12:00 PM

Fri, Aug 18, 2017  
12:00 PM

Estimated Total: \$426.69

(includes taxes and fees)

Policies & Help

FLORIDA ATLANTIC UNIVERSITY.



**FAU WILL NOT**  
reimburse traveler  
for any added extras,  
such as GPS or  
Satellite Radio

Click continue to proceed with your reservation

## Review & Reserve

FLORIDA ATLANTIC UNIVERSITY.



Midsize  
Hyundai Elantra (or similar)  
Upgrade for only \$2.25 / DAY more

Upgrade

Rates, Taxes and Fees

Rental Rate

3 Day(s) @ \$37.50  
1 Week(s) @ \$225.00

\$112.50  
\$225.00

Extras

9 Additional Drivers  
Vehicle License Recovery 1.39/day

INCLUDED  
INCLUDED

Protection

Cdw-allocated Inclusive  
Roadside Plus

INCLUDED  
INCLUDED

Mileage

UNLIMITED MILEAGE

INCLUDED

Fees

Concession Recoupment Fee 10 Pct (10.0%)  
Customer Facility Charge 4.25/day  
Vehicle Rental Tax 4pct (4.0%)

\$33.75  
\$42.50  
\$12.94

Estimated Total: \$426.69  
(Includes taxes and fees)

Contact & Payment Information

PAULA DORADO  
Emerald Club Number: 828095111

Email Address  
p\*\*\*\*\*@gmail.com

Payment Information

Payment Method

Use Other Business

Billing Number

Additional Driver

Additional drivers must be present at the time of rental.

Add An Additional Driver

FLIGHT INFORMATION

If you'd like to, please enter your applicable flight details. This will help us should your flight be delayed.

Cancel

Back

Reserve

Rental Summary

FLORIDA ATLANTIC UNIVERSITY

Economy

Mitsubishi Mirage (or similar)

Pickup/Return Location

Bozeman Intl Airport  
Belgrade MT 59714 United States

Dates

Tue, Aug 08, 2017  
12:00 PM  
Fri, Aug 18, 2017  
12:00 PM

Estimated Total: \$426.69  
(Includes taxes and fees)

Policies & Help

- Finish reservation by clicking “RESERVE”
- Please make sure you review the email address associated with account so that you can receive the electronic confirmation
- If you upgrade, FAU will only reimburse the traveler for the **compact** car rate

Making Waves