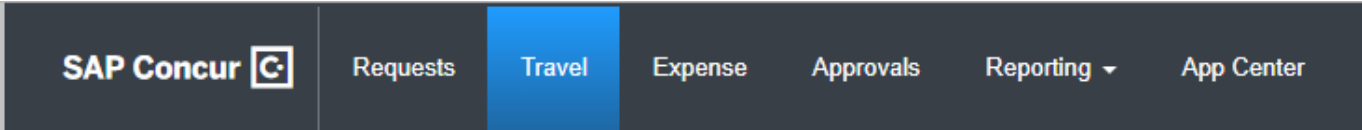# CONCUR BOOKING A RENTAL CAR
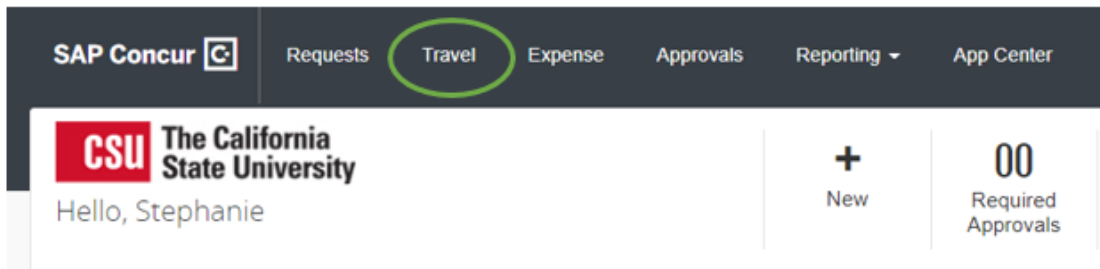
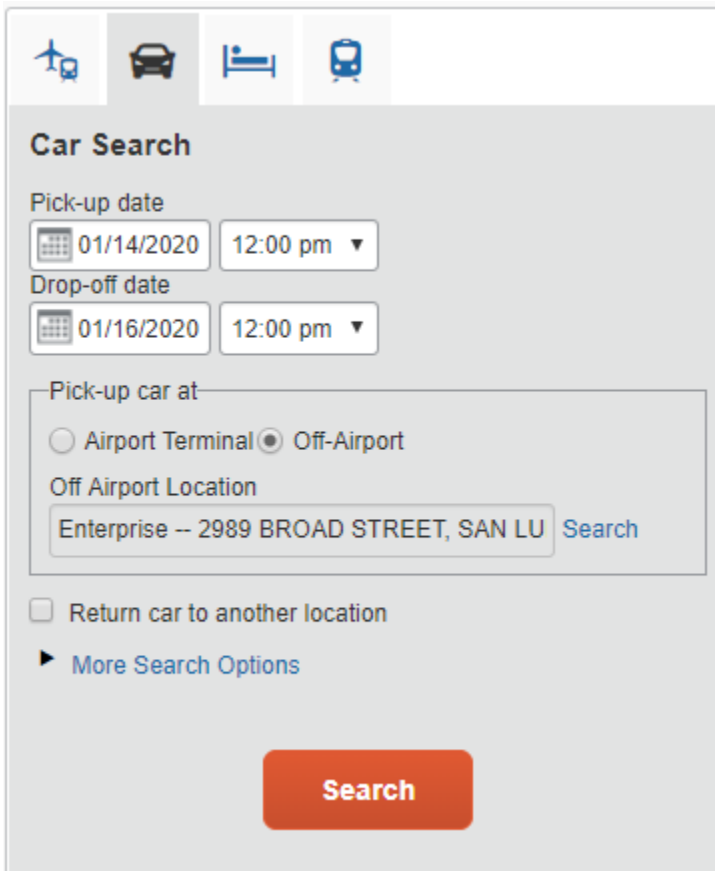**Enterprise Car Rental & Delivery to Cal Poly**

1. Policy states you must have an approved Request before booking car, hotel, air, or train in Concur. *Before committing any funds for university travel, including conference fees, etc. all University Travelers must receive authorization to travel.*
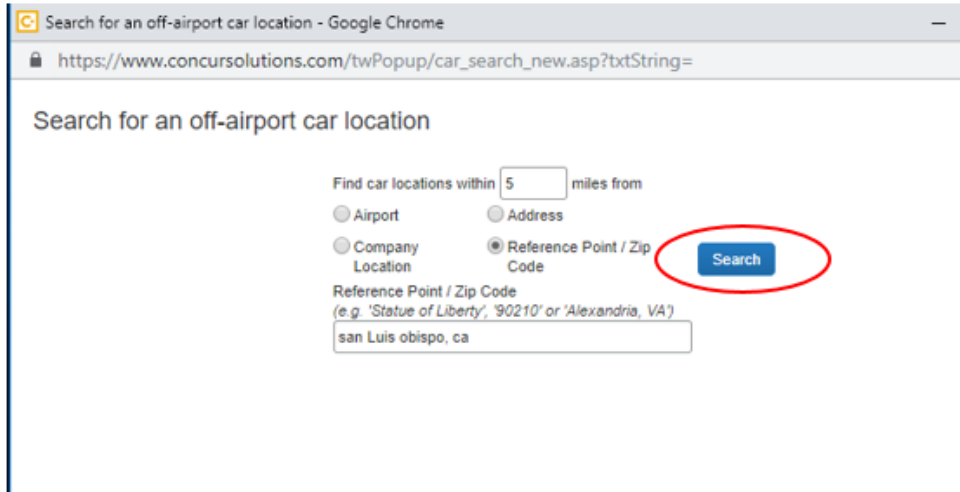   **ALWAYS START WITH AN APPROVED REQUEST.**
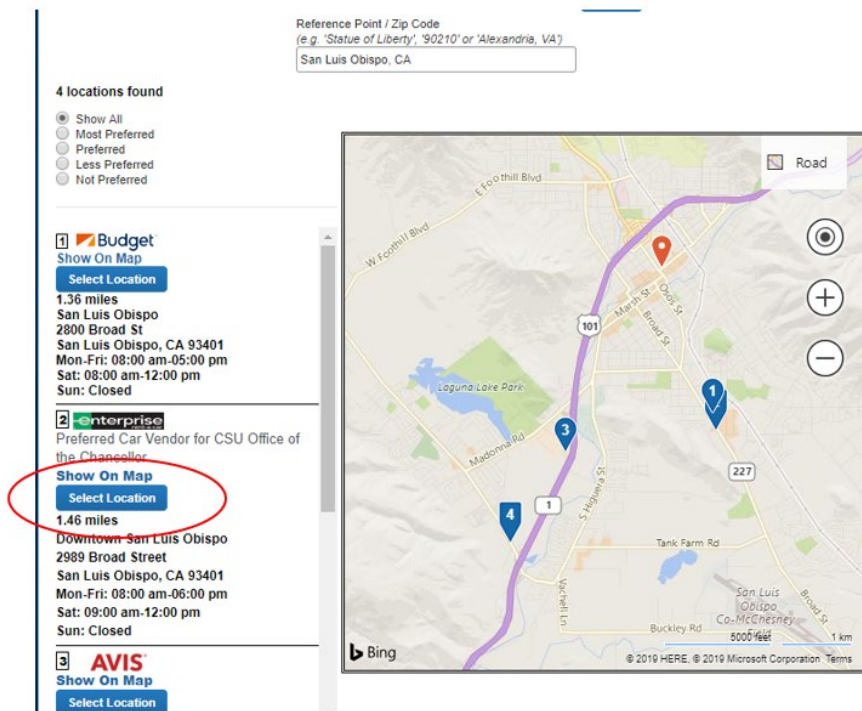
2. Select Travel

3. Select Car Icon
4. Enter Dates and Pick-up location. Airport Terminal or Off-Airport

5. In next window, enter city and click on "**search**"

6. Select your pick up location

7. Select the car you want to rent, contract car pricing is in grey box: Intermediate

8. Review and confirm your reservation, click on "**Reserve Car and Continue**"
9. If you would like to pick up car on campus; car delivery to Cal Poly is available with at least 24 hour notice.

10. Check your dates and time if you get **0 results**. You won't get any results if the location selected is close during the time frame you selected, either pick up or drop off. For instance the Broad St. Enterprise location is not open on Sundays, so you won't get any cars if that is your pick up or drop off day.

SAP Concur ☐   Requests   **Travel**   Expense   Approvals   Reporting ▾   App Center

Profile ▾ 👤

Travel   Arrangers   Trip Library   Templates   Tools

Trip Summary

🚗 **Select a Car**

Pick-up: Sun, 02/24/2019
Drop-off: Wed, 02/27/2019

⊘ Finalize Trip

☑ Use my default credit card: 'Bernadette Monterrosa'.

Change Car Search ⌃

Pick-up date
📅 02/24/2019   12:00 pm ▾

Drop-off date
📅 02/27/2019   12:00 pm ▾

┌─ Pick-up car at ──────────────
◯ Airport Terminal ⦿ Off-Airport
Off Airport Location   Search
[Enterprise -- 2989 BROAD STREET, SAN LUIS C]

☐ Return car to another location

▸ More Search Options

[Search]

Car Display Filters ⌃

PICK UP: ENTERPRISE -- 2989 BROAD STREET, SAN LUIS OBISPO, CA 93401 (ETCSLC1) (CSL) ON SUN, FEB 24 12:00 PM
RETURN: WED, FEB 27 12:00 PM

Hide matrix   Print / Email

All
0 results

Displaying: 0 out of 0 results.

---

11. Call local Enterprise phone number (in your reservation) & ask for Cal Poly delivery

Travel Details

TRIP OVERVIEW

I want to...
Print Itinerary
E-mail Itinerary

Trip Name: Car Reservation at ENTERPRISE -- 2989 BROAD STREET, SAN LUIS OBISPO, CA 93401 (ETCSLC1) (Edit)

Start Date: January 21, 2019

End Date: January 22, 2019

Created: January 17, 2019, Bernadette Monterrosa-Birdsong (Modified: January 17, 2019)

Description: (No Description Available) (Edit)

Agency Record Locator: 4DR42V

Reservation for: Bernadette.M Monterrosabirdsong

Total Estimated Cost: $37.99 USD (Details)

Add to your Itinerary

🚗 Car   🏨 Hotel

Booked outside Concur? Enter your trip manually, connect with TripIt, or send your itinerary to plans@concur.com.

RESERVATIONS

Monday, January 21, 2019

🚗 **Enterprise Car Rental at: Camp San Luis Obispo US (CSL)**
Pick-up at: 2989 BROAD STREET SAN LUIS OBISPO, CA, 93401 US
Phone: 8055466270

Change | Cancel

Pick Up: 12:00 PM Mon Jan 21
Pick-up at: 2989 BROAD STREET SAN LUIS OBISPO, CA, 93401 US
Number of Cars: 1

Confirmation: 2028719602COUNT
Status: **Confirmed**
Frequent Guest Number: F4RGDNS
Rate Code: Z2YSM5

Return: 12:00 PM Tue Jan 22
Returning to: 2989 BROAD STREET SAN LUIS OBISPO, CA, 93401 US

Additional Details
Rate: $33.96 USD daily rate, unlimited miles; $33.96 USD extra daily rate, unlimited miles; $11.32 USD extra hourly rate, unlimited miles
Total Rate: $37.99 USD
Phone: 8055466270

Corporate Discount: XZCP045

Rental Details
Intermediate / Car / Automatic transmission / Air conditioning

➕ **Add to your Itinerary**

TOTAL ESTIMATED COST

Car:	$37.99 USD
Total Estimated Cost:	$37.99 USD

12. Cars are usually delivered at 11am and 3pm on campus
13. Pick up your car at Lot K1 – License required to pick up car
14. Drop off your car at same location
15. Use drop box method (Transportation Drop Box) to keys
16. Call Enterprise to let them know you have dropped off car at Cal Poly