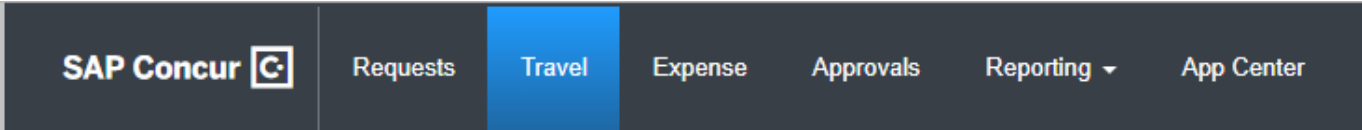


CONCUR BOOKING A RENTAL CAR

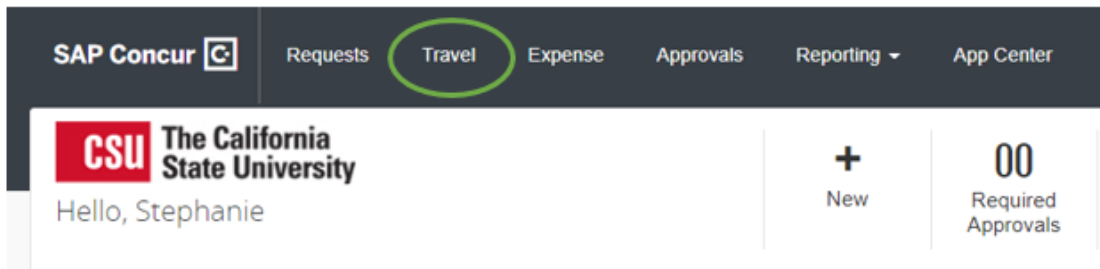


Enterprise Car Rental & Delivery to Cal Poly

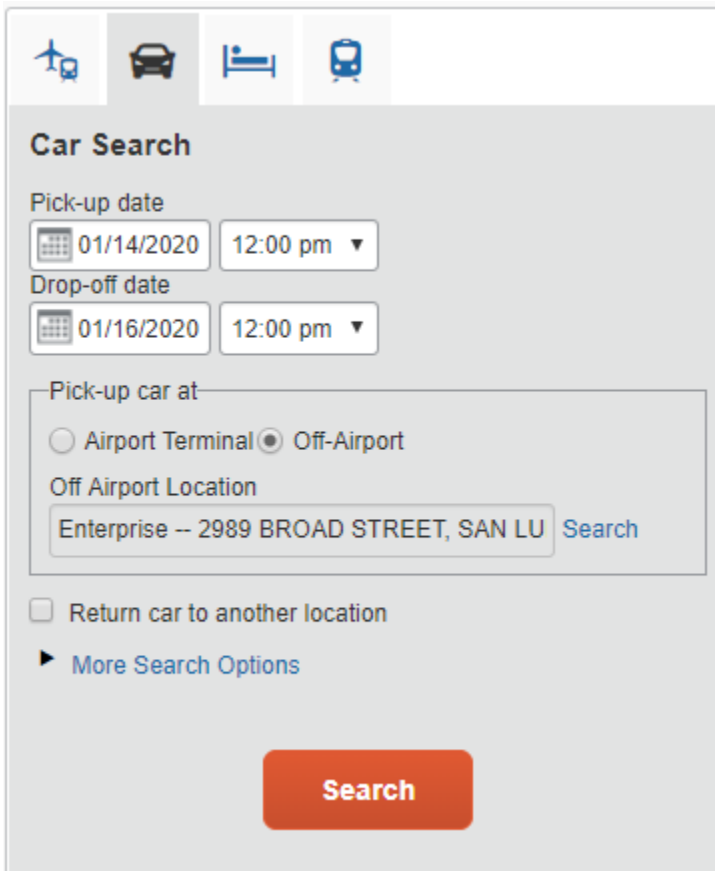
1. Policy states you must have an approved Request before booking car, hotel, air, or train in Concur. *Before committing any funds for university travel, including conference fees, etc. all University Travelers must receive authorization to travel.*

ALWAYS START WITH AN APPROVED REQUEST.

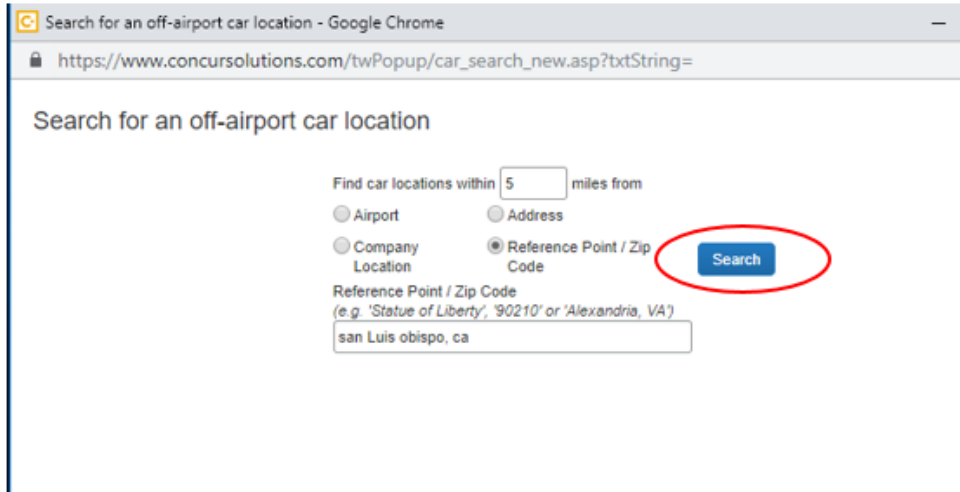
2. Select Travel



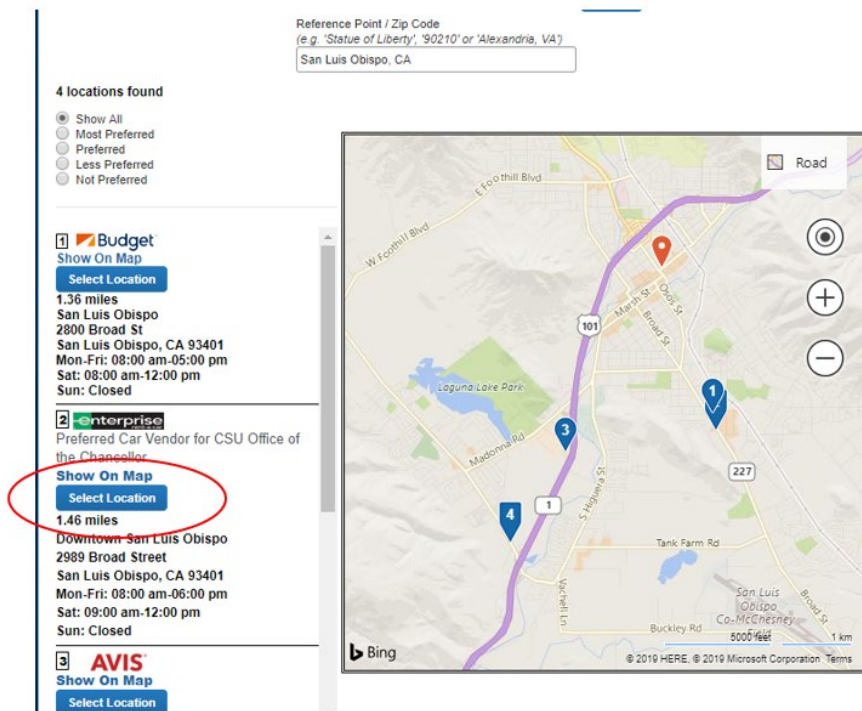
3. Select Car Icon
4. Enter Dates and Pick-up location. Airport Terminal or Off-Airport

A screenshot of the 'Car Search' form in SAP Concur. At the top, there are four icons: an airplane, a car, a bed, and a train. The 'Car Search' section includes fields for 'Pick-up date' (01/14/2020) and 'Drop-off date' (01/16/2020), both with time dropdowns set to 12:00 pm. Below these is a section for 'Pick-up car at' with radio buttons for 'Airport Terminal' and 'Off-Airport' (selected). An 'Off Airport Location' field contains the text 'Enterprise -- 2989 BROAD STREET, SAN LU' and a 'Search' button. There is also a checkbox for 'Return car to another location' and a link for 'More Search Options'. A large orange 'Search' button is at the bottom.

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

Additional insurance purchased may not be reimbursable, refer to the CSU Travel Procedures.

PICK UP: ENTERPRISE -- 2989 BROAD STREET, SAN LUIS OBISPO, CA 93401
 (ETCSLC1) (CSL) ON MON, JAN 21 12:00 PM
 RETURN: TUE, JAN 22 12:00 PM


Show as USD ▼


Hide matrix Print / Email

All 9 results	Compact Car	Intermediate Car	Standard Car	Full-size Car	Mini Van	Intermediate SUV	Standard SUV	Full-size SUV
Enterprise Preferred	37.89	37.99	40.20	40.46	63.94	63.87	100.31	130.76

Sorted By: Policy - Most Compliant ▼

Displaying: 1 out of 9 results. ⓘ

 **Intermediate Car - \$33.96 per day (Worldspan)**

 Automatic transmission
 Unlimited miles, Pick-up: Downtown CSL
 Adults: 4, Large bags: 1, Small bags: 2
 (Corporate rate)

Total cost*
\$37.99

Preferred Car Vendor for CSU Office of the Chancellor / E-Receipt Enabled ⓘ [Location details](#)

Displaying: 1 out of 9 results. ⓘ

Total cost*: Rates and total cost do not include charges for optional services such as fuel and insurance waivers. These and any additional fees or surcharges may be applied at the time of rental. An excess reservation is based on the exchange rate for that day. The fuel price at the time of

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 | Administration | Help | 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

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.

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

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

Travel Details

Please review your travel itinerary below. After reviewing, please move to the bottom of the page to continue the reservation process.

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)

[Change](#) | [Cancel](#)

Pick-up at: [2989 BROAD STREET SAN LUIS OBISPO, CA, 93401 US](#)
Phone: 8055466270

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: Z2YSMS

Return: 12:00 PM Tue Jan 22

Returning to: [2989 BROAD STREET SAN LUIS OBISPO, CA, 93401 US](#)

Additional Details

Rate: \$33.99 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
Corporate Discount: XZCP045

Phone: 8055466270

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

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