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

![Car rental price screenshot]

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