



Car Rental Best Practices

General Information

- Nacogdoches Enterprise Branch
 - Address - 1609 North St. Nacogdoches, TX 75965
 - Phone - 936-564-9988
 - Email – EnterpriseRentACar-5110@ehi.com
- Business Rental Account Manager – Enterprise Holdings, Inc. – Account Manager
 - Tyler Robertson
 - Phone - 318-207-0936
 - Email - tyler.a.robertson@ehi.com
- Sign up for Enterprise Plus account & download the app
 - Earn rewards, quicker transactions & emailed receipts
 - <https://www.enterprise.com/en/enroll.html?cid=UTS611>
- Request copies of invoices/billing discrepancies
 - txuts@ehi.com

Reservations

- Reserve online with SFA's Enterprise link
 - <https://elink.enterprise.com/en/sfasu.html>
 - Enter SFA's billing number (8 Digits)
 - Business use pin: SFA
 - If needed, request billing number by emailing traveldesks@sfasu.edu
 - Enter FOAP (no special characters) and SAP Concur request ID
- Delayed pickups
 - If needing to pick up rental later than the time reserved, please notify the local branch to request to an update to the reservation
- Fuel
 - Make sure you return the vehicle back with the same amount of fuel that it was given to you. Save your fuel receipts(price per gallon and number of gallons) to attach to your expense report. Fuel for the rental is allowed on the travel card.
 - Refueling charge is non-reimbursable and not allowed on the travel card.
- In case of an accident
 - Find a safe location
 - Contact local branch or Roadside Assistance
 - Roadside Assistance– 800-307-6666
 - Request a police report

*** Frequent travelers: Save a picture of this document on your phone for reference. ***