



## **Quick Reference Guide – University of Louisville**

Account Numbers: NA58ULB for Business Use, NA58ULP for personal use, H31947 for local travel

### **Reservations:**

To Reserve Your Car, contact Enterprise by:

- Calling your local office directly (see list of locations).
- Use our toll-free hotline 1-800-Rent-A-Car
- Reserve online at the Enterprise website or via the link on the Travel page of the University of Louisville website

### **When making a reservation, please have the following information ready:**

- Name & Address
- Office/Home Phone Number
- Date & Time of Rental
- Anticipated Return Date and Time
- Car Class Preference
- Form of Payment

### **When reserving online**

- Go to the Enterprise website or access via the link on the Travel page of the University of Louisville website
- Click the link for the type or traveling you are doing: business, personal, or local
- Enter the desired location (or ZIP Code for nearest location), dates, times and car class.
- Confirm date, time, location and car class selections
- Complete the Renter Information Fields, including PO # for all Direct Bills.
- Verify your information and click "Book Now" to complete your reservation

### **When making a reservation via phone**

- Call the desired Enterprise Rent-A-Car® Branch or use our toll-free hotline 1-800-Rent-A-Car
- Let the representative know that you have a corporate account number: NA58ULB for Business Use, NA58ULP for personal use, H31947 for local travel
- Inform them of the dates, times and size of vehicle to make your reservation (\*\*remember that most University rentals are limited to the midsize/intermediate class)

### **If using a PO number as a form of payment (for local rentals only)**

- Go to the Enterprise website or access via the link on the Travel page of the University of Louisville website
- To obtain a quote for the total rental cost so that the requisition can be created, enter all applicable information in the search criteria. Based on these parameters, you will be provided with the total cost, including all applicable taxes. Use this amount when creating your requisition. After the PO is generated, the Enterprise website can be used to make your reservation. Please enter your PO number in the appropriate field at the time you make the reservation. If you prefer to make the reservation via phone, please provide your PO number to the Enterprise agent.

### **Personal Use:**

With this program, all U of L employees are also eligible to use the Enterprise Corporate Class program for personal use. The Corporate Rate is valid at any Enterprise Rent-A-Car location. All personal rentals are subject to normal qualification procedures. Restrictions may apply.

### **Contacts:**

If you have additional questions or concerns please feel free to contact:

Basic Questions including Reservations or Rental questions

#### **Enterprise Rent-A-Car**

4307 Preston Highway  
Phone: 502-363-4422

#### **For any Customer Service Issues:**

Mark Baker  
502-968-0894  
Nichole Johnson  
502-479-4704