

Things to know when booking a Car Rental through the Concur Booking Tool



1. The State of Arkansas car rental contracts with Enterprise, National, and Hertz are loaded in the Concur Booking Tool.
2. IF an **ADMN TCard** is be used AND you want to book a car with *Enterprise* or *National*, **DO NOT** book the car through the Concur Tool **UNLESS** the traveler plans on having another credit card to pay for the car rental when they pick the car up. Since Enterprise/National has a portal already available for us for direct bill that is the route that should be taken to keep a traveler from having to have a credit card upon arrival.
3. IF a **Traveler TCard** is being used, yes you can book the car rental through the booking tool, as the traveler will have their traveler tcard with them when they arrive and will utilize their traveler tcard to pay for the rental.
4. If a car rental is booked along with the airfare, there is NO additional service fee associated with the car rental. You only incur a fee for a car rental, IF a car rental is the only item booked using the tool.
5. Hertz does not have a portal for direct billing, so if you book a Hertz car rental through the Concur Booking Tool, it work no differently than what happens today. The traveler will be expected to have a credit card when they pick up the car.
6. If only booking a car rental through the Concur Booking Tool, the Service Fee will be \$10.00