

Enterprise/National Reservation Instructions

Step 1: Navigate to the Enterprise/National car rental contract on the Travel Office website: <https://travel.uark.edu/travel-policy/carrental/enterprise-contract.php>.

Step 2: Click on the link titled “[Reserve Enterprise Online U of A Contract Pricing](#)” or type <https://elink.enterprise.com/en/uniarkn.html> in your web browser.

The screenshot shows the University of Arkansas Business Services Travel Office website. The header includes the University of Arkansas logo and the text "Business Services Travel Office". A search bar is located in the top right corner. The main navigation menu on the left lists various travel-related categories, with "Travel Policy" expanded. The main content area is titled "Enterprise Contract" and features the Enterprise logo. The text on the page explains the mandatory rental car contract and provides instructions for booking. A red box highlights the link "Reserve Enterprise Online U of A Contract Pricing" and a black box highlights the URL "https://elink.enterprise.com/en/uniarkn.html".

Business Services
Travel Office

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UNIVERSITY OF ARKANSAS

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Enterprise Contract

U of A / Travel Services / Travel Policy / Car Rental / Enterprise Contract

Pick Enterprise. We'll pick you up.™

The Arkansas Office of State Procurement has a **mandatory** rental car contract to Enterprise Rental Car, National or Hertz. This contract **MUST** be used (for all business related travel for employees, guests and students) unless a documented exception is noted on the travel claim. Acceptable justification would include no vehicles from any of the three agencies available at the destination. This contract includes the cost of insurance with no deductible to the University (for employees business rentals), please see the program summary below for further details.

The U of A Contract Number is: XZ51R10

Note: National car rentals utilize the same contract number as Enterprise, and can be booked online through the below link.

<https://elink.enterprise.com/en/uniarkn.html>

[Reserve Enterprise Online U of A Contract Pricing](#) - Admin Team holders should fill out the [Enterprise Credit Card Authorization form](#) and email it to uatravel@uark.edu to request a profile from Enterprise. If you already have an Enterprise Profile but need to make changes, please use the above form as well and email it to uatravel@uark.edu.

Need help reserving online? Refer to the [Enterprise rental instructions](#).

Program Summary - Enterprise/National Car Rental

State Of Arkansas-WCSA University of Arkansas Systems

For rentals in Canada, the renting location from which the rental originates will apply a 5% discount off the standard, undiscounted daily, weekly, and monthly rates charged at all the participating home city and airport Enterprise locations ("Rate Discount").

Additional requirements, including but not limited to additional terms and conditions, shall apply to the rental of these classes of vehicles in the following locations: Connecticut, District of Columbia, Massachusetts, New York, and Rhode Island. See [Agreement for details](#).

Step 3: Select the rental option that aligns with the payment type. If you are renting a car and will be using the **traveler t-card**, then you will select the first option. If you will be using the **administrative t-card or billing number**, you will select the second option.

UNIVERSITY OF ARKANSAS, WELCOME!

Select this option if the renter will use a traveler t-card or their personal card to rent through Enterprise.



Business Rentals – Using Traveler TCARD or your personal credit card
Use this option when you will have a physical University TCARD or your own personal credit card at the time of rental.

Business Rentals – Using Administrative ghost TCARD
This option requires that you enter your ghost account number, pin, and billing number. This option is for when your employee will not have a physical credit card on them at the time of rental. Your ghost account will be charged on this option. This option requires you have your ghost account already set up by your Travel Department.

Personal Use
All leisure rentals e.g. vacation not for reimbursement

Travel policy

Select this option if the renter will use a traveler t-card or their personal card to rent through National.



Business Rentals – Using Traveler TCARD or your personal credit card
Use this option when you will have a physical University TCARD or your own personal credit card at the time of rental.

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UNIVERSITY OF ARKANSAS, WELCOME!

Select this option if the department is using an administrative t-card and WILL NOT have the physical card with them when picking up the rental.



Business Rentals - Using Traveler TCARD or your personal credit card

Use this option when you will have a physical University TCARD or your own personal credit card at the time of rental.

Business Rentals - Using Administrative ghost TCARD

This option requires that you enter your ghost account number, pin, and billing number. This option is for when your employee will not have a physical credit card on them at the time of rental. Your ghost account will be charged on this option. This option requires you have your ghost account already set up by your Travel Department.

Personal Use

All leisure rentals e.g. vacation not for reimbursement

Travel policy



Business Rentals - Using Traveler TCARD or your personal credit card

Use this option when you will have a physical University TCARD or your own personal credit card at the time of rental.

Step 4: Enter your reservation details. Be sure to double check your pick-up and return locations, dates, and times. You will enter **XZ51R10** in the Corporate Account Number field if the field is blank.

Reserve a Vehicle or [View / Modify / Cancel Reservation](#)

1 **Pick-up & Return Location*** * Required Field

Fayetteville, AR, US | ✕

Return to a different location (i)

2 **Pick-up*** **Return*** **Renter Age***

24 Oct 2022 12:00 PM → 27 Oct 2022 12:00 PM 25+

Corporate Account Number or Promotion Code (i)

XZ51R10

I'm booking on behalf of someone else

This corporate account number should be used regardless of payment method.

Vehicle Class (i)

All Vehicles >

Check Availability

Step 5: Select your vehicle.

UNIV OF ARKANSAS FAYETTEVILLE-NASPOThis is an indication that the corporate contract has been applied. This text may also say "UOA - [Admin Cardholder Name]"Terms & Conditions / PoliciesTOTAL \$0.00

RENTAL DETAILS
Mon, Oct 24, 12:00 PM
Thu, Oct 27, 12:00 PM → PICK-UP & RETURN
Fayetteville → 3 VEHICLE
Select → 4 EXTRAS → 5 REVIEW & RESERVE

Choose a Vehicle Class 14 Results

SORT BY Featured

Filters

MILEAGE Total from

Unlimited Mileage \$135

Limited Mileage --

VEHICLE TYPE Total from

Cars \$135

SUVs \$248

Vans \$260

Trucks \$280

NUMBER OF PASSENGERS Total from

2+ \$135

4+ \$135

5+ \$135

Economy
Mitsubishi Mirage or similar
Automatic 4 People 2 Bags
Features & Price Details

PAY LATER
\$35.00 Per Day | \$134.32 Total
Select
Custom Rate

Compact
Nissan Versa or similar
Automatic 5 People 2 Bags
Features & Price Details

PAY LATER
\$35.00 Per Day | \$134.32 Total
Select
Custom Rate

Midsize
Toyota Corolla or similar
Automatic 5 People 3 Bags
Features & Price Details

PAY LATER
\$36.84 Per Day | \$141.09 Total
Select
Custom Rate

Website Feedback

Step 6: Add any additional extras (including additional insurance, radio, child seats, etc., are not reimbursable by the university) or continue to review.

enterprise UNIV OF ARKANSAS FAYETTEVILLE-NASPO This is an indication that the corporate contract has been applied. This text may also say "UOA - [Admin Cardholder Name]" Terms & Conditions / Policies TOTAL \$141.09

RENTAL DETAILS → PICK-UP & RETURN → VEHICLE → EXTRAS → REVIEW & RESERVE

Mon, Oct 24, 12:00 PM
Thu, Oct 27, 12:00 PM Fayetteville Standard Select

Add Extras

Continue to Review

Extras included in your reservation (at no additional cost): **Damage Waiver**

Insurance and Other Protection Products

Damage Waiver	Included with reservation	Details	✓ Included
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You will know the contract has been applied if the damage waiver appears here with no charge.

Equipment

Sirius XM®	\$ 5.99 / day (\$ 49.98 max)	Details	+ Add
Greenhouse Gas Emissions Offset	\$ 1.25 / rental	Details	+ Add
Child Safety Seat	\$ 8.95 / day	Details	+ Add

Website Feedback

Step 7: Enter the contact details of the person for whom the car is being rented. If you are not picking up the vehicle, your name and phone number should not be listed.

Rental Details Edit

Dates & Times
Mon, Oct 24, 2022 @ 12:00 PM
Thu, Oct 27, 2022 @ 12:00 PM

Pick-up & Return Location Edit
Fayetteville
2718 N. College
Fayetteville, AR 72703

Additional Details i
Renter Age: 25+
Corporate Account Number or Promotion Code: UNIV OF ARKANSAS FAYETTEVILLE-NASPO

Standard 
Volkswagen Jetta or similar
Automatic

Vehicle Edit
Time & Distance 3 Day(s) @ \$ 36.84 / Day
Unlimited Mileage
\$ 110.52*
Included

Extras Edit
Damage Waiver 3 Day(s) @ \$ 0.00 / Day
9 Additional Drivers Day(s) @ \$ 0.00 / Day
Included
Included

You will know the contract has been applied if the damage waiver appears here with no charge.

Are you a loyalty member? Sign In

Sign in to earn points and speed through the form below.

** Required to complete your reservation*

Contact Details

First Name* Elizabeth **Last Name*** Miller

Phone Number*
 +1 (555) 555-5555

Email Address*
edm003@uark.edu

Would you like to receive SMS notifications from Enterprise about this rental?

Yes, I would like to receive text messages about this rental to the phone number on this reservation

No

By selecting "Yes" above, message and data rates may apply. Message frequency varies and depends on the activity of your reservation. You can opt out by responding STOP at any time. For more information, please review our [Privacy Policy](#) and [SMS Terms](#). If you choose not to receive text messages, we will give you a courtesy reminder call 1-2 days prior to your reservation.

Website Feedback

Step 8: Confirm that the rental is for university business and enter a billing number (if applicable).

Extras Edit

Damage Waiver 3 Day(s) @ \$ 0.00 / Day Included

9 Additional Drivers Day(s) @ \$ 0.00 / Day Included

Taxes & Fees ✓ \$ 30.57*

Estimated Total \$ 141.09*

🔗 Custom Rate

*Rates, taxes and fees do not reflect rates, taxes and fees applicable to non-included optional coverages or extras added later.

Rental Policies

- [Rental Contract Additional Terms and Conditions](#)
- [Corporate Account Verification](#)
- [Additional Driver](#)
- [Age Requirements](#)
- [Mileage](#)

Please see your negotiated contract agreement for rental policies.

If you have a billing number, you will enter it here. This window will only show if "Yes" is selected under the "Confirm Trip Purpose."

Confirm Trip Purpose

Your account is associated with UNIV OF ARKANSAS FAYETTEVILLE-NASPO. Are you traveling on behalf of UNIV OF ARKANSAS FAYETTEVILLE-NASPO for this rental?

Yes

No

Billing

I am authorized for billing privileges and am choosing to bill **UNIV OF ARKANSAS FAYETTEVILLE-NASPO** for this rental.

Yes

Please provide a billing number.

Enter Billing Number

No

Save Time At The Counter

Website Feedback

Step 9: Review all rental details, provide any additional (optional) information, and complete the booking. A confirmation email will be sent to the email address listed in the contact details.

Save Time At The Counter

Provide more rental details and **spend less time at the counter.**

- You won't be charged right now
- You can cancel at any time
- It should only take a couple of minutes

Would you like to save time at the counter?

Yes, I'd like to save time

No, I'll provide my information at the counter



Complete Your Booking

\$ 141.09 will be billed to UNIV OF ARKANSAS FAYETTEVILLE-NASPO.

Reserve Now

Website Feedback