

**University of Kentucky
Department of Plant and Soil Sciences**

University-Leased Rental Vehicle Quick Reference Guide (QRG)

How to Reserve

Concur (preferred method)



- Visit Concur and click on the 'car' icon.
- Select rental date range and car pickup location (Airport Terminal or Off-Airport).
- Select most economical vehicle feasible.
- Confirm reservation details.
- Once your Procard is charged, you will receive a Company Card Notification from Concur. You would then move this expense to a Travel Expense Report.
- Note: Renter must also be cardholder. (i.e. name on card must match driver's license)

Website

- Visit <https://enterprise.com>
- Click 'Rent' and 'Start a Car Reservation.'
- Select pickup & return location and date range.
- Use Corporate Account Number: XZ58300
- Click 'Check Availability'
- Select most economical vehicle feasible.
- Confirm reservation details.
- If you choose to 'Save Time At The Counter' and enter your card information online, use Procard in your name or personal credit card.

By phone

- Closest Enterprise location to campus:
 - o Lexington High St. 859-233-7799
 - o LEX Airport 833-338-3315
- If another location is preferred, please visit <https://enterprise.com> and click 'Locations' then 'United States Car Rental Locations.' Search by location. To view location information (address, phone number, etc.), click on 'HOURS & SERVICES.'
- Provide sales representative with Corporate Account Number: XZ58300
- Secure reservation with card in renter's name (Procard or personal credit card).

Walk-in

- Note: Vehicles (especially specialty vehicles) cannot be guaranteed for last-minute reservations.
- Provide sales representative with Corporate Account Number: XZ58300
- Secure reservation with card in renter's name (Procard or personal credit card).

Payment for rental cars: Rental cars must be paid for with a credit card (Procard or personal credit card). Rental cars are not prepaid - the renter must have a credit card in his or her name to present to the rental car company when the car is picked up. Rental car companies do not allow credit card authorizations - meaning that they will not accept a UK Procard in one name to pay for the rental in another's name. Direct billing may be available if all other options have been exhausted. Please email Audrey Sparks (audrey.sparks@uky.edu) with your direct billing request.

Note: If a personal credit card is used, a standard authorization will be placed on the card for the reservation amount plus \$300 until the vehicle is returned and the transaction is completed.