Welcome to
East Carolina University
Central Motor Pool

Enterprise Rent-A-Car
Instructions
Reserving a Vehicle

All reservations being made for travel on or after October 1, 2017 can be booked via the following site beginning September 1:

https://partner.rentalcar.com/stateofnorthcarolina/#/business/universities/

*Select the ECU account that meets your transportation need -

- Paying with your ProCard? - select ECU Motor Pool ProCard
- Paying by Direct Billing? - select ECU Motor Pool DB
- Do you need a 15 Passenger van? - select ECU 15 Pass/Truck Only
- Are you booking for your Athletic team? - select ECU Athletics

- Terms & Conditions
  - The following amenities and services are included in the base rates provided for business use:
    - Qualified licensed drivers 18 years and older are eligible and protected while on state business
    - $1,000,000 Combined Single Limit Third Party Liability Protection in the US for all classes
    - Zero deductible Damage Waiver in the US for all car classes
    - Unlimited miles in the US for all car classes
The Direct Billing and ProCard initial page look the same - Pickup/drop off location/date & time and driver’s age must be completed - if traveler would like to use the complimentary service that Enterprise provides with picking up driver from office/home, driver must contact Enterprise location selected after completing online reservation.
Once you have completed the vehicle selection page, the payment page will appear:

**For Direct Billing and ECU 15 Passenger/Truck Only reservations** - all required fields have an asterisk * - A department Fund and Org (ex: 000000-000000) that is being charged for the travel, is **required** in order for reservation to be complete. An employee Banner ID will not work.
If using an ECU ProCard or major credit card to pay for the reservation, the area in red below will not appear and is not required to complete your reservation. If you are an Enterprise Plus/Emerald Club member, you will have the opportunity to enter your number HERE - the page will be easy to complete - ***PLEASE REMEMBER - YOU MUST HAVE YOUR ECU PROCARD OR MAJOR CREDIT CARD WITH YOU WHEN YOU PICK UP THE VEHICLE.*** The name on the ECU ProCard/Major Credit Card must match the name on the reservation.
Adding Extras Page

Collision damage waiver full - this is included with every rental, so box will always be checked

Optional Extras:

PLEASE NOTE: ECU WILL NOT PAY FOR ANY EXTRAS SELECTED FOR YOUR TRAVEL.

On this page, all you need to do is select “Continue”

If you do decide to select an “Extra”, you will be responsible for paying for that extra with a personal major credit card when picking up the vehicle.
Ways to Reserve a Vehicle

**Website:**
https://partner.rentalcar.com/stateofnorthcarolina/#!/business/universities

**Phone (Local):**

- Enterprise - 104 Greenville Blvd - 252-321-2805
- Enterprise - Pitt Greenville Airport - 252-758-3400
- Enterprise at Hastings Ford - 252-931-0079
- Enterprise - 53G1 Memorial Dr - 252-355-0602

**Out of State Locations:**

To Receive ECU Discount

- Use NC53H81 for Direct Billing (provide Fund/Org)
- Use NC53H86 when using ProCard
Benefits of using Enterprise

• Reduced Costs

• Newer Vehicles with improved safety features

• Ability to rent Business Use cars across country
Personal Vehicle Usage vs. Renting

- As part of the transition, please be aware of the new Budget Manual Policy on Mileage Reimbursement.

  - As stated, Reimbursement for use of personal vehicles should be on a limited basis. If your trip will exceed 100 miles, you will only receive .17 per mile for excess mileage. Therefore, we encourage faculty and staff to utilize Enterprise primarily.

- If you do decide to utilize your personal vehicle for University Travel, please reference the DOI Risk Management policy for driving your personal vehicle below:

  - The State’s automobile insurance will not reimburse individuals for deductibles under their private insurance.

  - Individuals who use their personal vehicle for State business on a routine basis should report the same to their insurance company for rating purposes.

- If you have a State Vehicle assigned to your Department, please consider the cost benefits of renting rather than maintaining the vehicle in your department.