



IN THIS GUIDE:

Enterprise and National Car
Rental Procedures

- Booking Car Rentals for Business Travel
- Employee Rentals for Personal, Non-Business Use
- Rental Rates for 2025

Travel Department Guide



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Table of Contents

Enterprise/National Car Rental—Business Use	Page 3
• Business Travel Rental Process	Page 3
• Step 1—Obtain a Request Authorization to Travel	Page 3
• Step 2—Locate the Billing ID Number for Enterprise/National Car Rental	Page 3
• Step 3—Book your Rental Car	Page 4
• Business Travel Rental Car Rates Tables	Page 5
• 2025 Short Term Rates (Less than 30 days)	Page 5
 Enterprise/National Car Rental—Personal Use	 Page 7
• Employee Personal Use Program	Page 7
• Account Rules	Page 7
• Step 1—Locate the Personal Rental Codes Enterprise/National Car Rental	Page 7
• Step 2—Book your Reservation	Page 8
• Personal Use Rental Car Rates Tables	Page 9

Enterprise/National Car Rental—Business Use

Business Travel Rental Process

The following process is to book a rental car for use while traveling on University business. For complete details and rules related to vehicle rental while on business travel, please review the CSUSB Travel Policy located at the following link:

<https://www.csusb.edu/travel/forms-policies>

Any CSUSB employee driving on behalf of University business, using either a personal vehicle or a rental car, must have a current Defensive Driving card on file. Please see Parking Services website for more information.

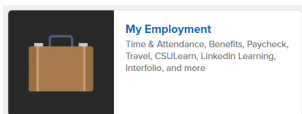
<https://www.csusb.edu/parking/parking-enforcement/defensive-driving-course>

Step 1—Obtain a Request Authorization to Travel

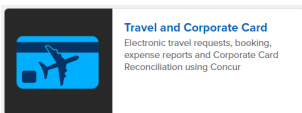
- Before you begin booking a rental car, you will need to create and obtain approval on a [travel request in Concur](#). The request ID number is required to book your rental.
- Enterprise/National will not accept your request to book a vehicle and directly bill the University without a valid request ID.

Step 2—Locate the Billing ID Number for Enterprise/National Car Rental

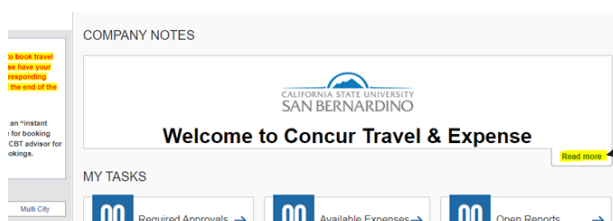
- The Billing ID number is secured behind single sign on and can be located on the landing page in Concur. This number is not to be shared publicly, which is why it is not listed here in this procedure.
- To find the billing ID, log on to “MyCoyote” through the link on the University webpage.
- Click on the “My Employment” tab:



- Click on the “Travel and Corporate Card” tab:



- Under “Company Notes” on the main Concur webpage, use the dropdown tab “read more” to find the Enterprise/National Car Rental billing ID number. Scroll to the Enterprise/National Car Rental section.



Enterprise/National Car Rental—Business Use

Business Travel Rental Process continued

Step 3—Book your Rental Car

When traveling on CSUSB business, you may book directly in Concur, or you may use the link in the landing page of Concur. The link is intuitive:

- Choose the nearest Enterprise/National location
- Enter the dates you will need the vehicle
- Choose the type of vehicle needed
- Submit to book the reservation

The CSU business account rates are automatically embedded in the link on the landing page. However, you will need to enter the CSUSB direct billing number in order for the fee to be billed directly to the University. Otherwise, you will need to prepay the rental using your Corporate Card or pay out of pocket with your own personal credit card and file for a reimbursement after the fact.

Note: Direct billing by “walk in” (visiting an Enterprise branch) will not be accepted. You must make your reservation online using the link that is found on the Concur landing page.

The following will be required to book and pick up a rental car for business use:

- CSUSB Coyote Identification Badge
- California Driver's License
- Concur Travel Request ID Number
- Direct Billing Number (found on the Concur landing page)


Make arrangements with Enterprise or National for picking up your vehicle at the Enterprise/National office, or they can pick you up on campus or at your home.

Note that passenger rental vehicles are for business use only and are designed for the transportation of individuals, luggage, and related personal items. Passenger vehicles may not be used for the moving of freight, furnishings, artwork, etc. To ship goods, please contact the Mail Services Department for assistance.

Enterprise/National Car Rental—Business Use

Business Travel Rental Car Rates Tables

The following tables show the current 2025 CSU rates for renting vehicles at Enterprise or National:

 Enterprise Mobility™					
Business Rental Short Term Preferred Rate Agreement					
Short Term Rent-A-Car Rates:					
<u>Vehicle Description</u>	<u>Seating Capacity</u>	<u>Sample Vehicle*</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Monthly Rate</u>
Compact Sedan	5	Nissan Versa	\$41.33	\$165.34	\$744.01
Mid-Size Sedan	5	Toyota Corolla	\$41.33	\$165.34	\$744.01
Standard Sedan	5	VW Jetta	\$43.85	\$175.35	\$789.10
Full-Size Sedan	5	Chevy Malibu	\$43.85	\$175.35	\$789.10
Premium Sedan	5	Nissan Maxima	\$82.68	\$438.39	\$1,918.90
Luxury Sedan	5	Chrysler 300	\$110.23	\$501.02	\$2,224.53
Mid-Size Hybrid Vehicle	5	Hyundai Ionic	\$52.63	\$210.42	\$946.92
Mid-Size Electric Vehicle	5	Kia Niro	\$52.63	\$210.42	\$946.92
Pick Up Truck	4	Ford F150	\$87.69	\$350.72	\$1,578.20
Midsized SUV	5	Ford Escape	\$70.14	\$280.57	\$1,262.56
Standard SUV	5	Ford Edge	\$110.23	\$657.58	\$2,850.79
Full-Size SUV	7	Chevy Tahoe	\$144.04	\$864.27	\$3,745.13
Premium SUV	7	Ford Expedition XL	\$156.58	\$939.40	\$4,070.77
7 Passenger Mini Van	7	Chrysler Pacifica	\$70.14	\$280.57	\$1,262.56
12 Passenger Van	12	Ford Transit Wagon (12)	\$151.56	\$909.35	\$3,940.52
15 Passenger Van	15	Ford Transit Wagon (15)	\$151.56	\$909.35	\$3,940.52

Short Term Rent-A-Truck Rates:			
<u>Vehicle Description</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Monthly Rate</u>
Cargo Van	\$100.20	\$501.02	\$2,204.48
High Top Cargo Van	\$112.73	\$563.64	\$2,480.02
3/4 Ton Pick-Up Truck w/ Tow	\$112.74	\$563.64	\$2,480.04
1 Ton Pick-Up Truck w/ Tow	\$130.52	\$652.58	\$2,871.33
15' Cutaway Box Van w/Ramp	\$87.70	\$438.39	\$1,928.92
16' Box Truck	\$106.48	\$532.33	\$2,342.28
24' Box Truck	\$125.25	\$626.27	\$2,755.58
26' Box Truck	\$125.25	\$626.27	\$2,755.58
14' – 16' Stake Bed	\$106.48	\$532.33	\$2,342.28

Enterprise/National Car Rental—Business Use

Rental Rates: Rates apply to all locations within the United States, local and airport locations included, excluding New York.

- **Rates Include:** Unlimited mileage (**see exceptions below**), Collision Damage Waiver (CDW), \$300,000 Liability Protection (LP), and Roadside Assistance Program (RAP). CDW and LP do not apply to any vehicles rented under separate personal rental benefit accounts. Additional coverage may be purchased at time of rental.
- **Rates Do Not Include:** VLF, Rental Branch Specific Location Fees (Such as Airport/City/County Fees), fuel, charging fees associated with Electric Vehicles, additional rental options (such as GPS Units) and hourly charges. Models are subject to availability; a model of car may be requested but is not guaranteed.

Fuel Charges: Anytime a vehicle is returned with less fuel than it was rented with, the branch will charge Market Rate/Value for refueling.

Drop Charges: For rentals to Customer's employees for business use, there will be no drop charges for any vehicles that are picked up and returned at an alternative Rental Branch location within the US with the exception of New York. This **does not apply** to any vehicles rented under personal rental benefit accounts.

CDW for Business Rentals: For rentals to Customer's employees for business use, Rental Rates include full CDW (Collision Damage Waiver) with no deductible. CDW will cover any physical damage to the vehicle that may occur during a rental and is subject to the terms and limitations set forth in Enterprise's standard rental contract.

LP for Business Rentals: For rentals to Customer's employees for business use, Rental Rates include LP (Liability Protection). LP will cover up to \$300,000 in liability claims that may occur during a rental, as the result of an accident, and is subject to the terms and limitations set forth in Enterprise's standard rental contract.

Rebates for Business Rentals: For business rentals under this contract, rentals utilizing the Customer's business use account, will qualify the corresponding CSU Campus for a 3% quarterly rebate on amount spent.

Terms of Contract: This Customer is participating in the CSU contract, agreement number 160710, with Enterprise Mobility. This contract will be in effect through June 30, 2026.

Enterprise/National Car Rental—Personal Use

Employee Personal Use Program

CSUSB allows current employees to rent vehicles through Enterprise and National Car Rental at university rates for personal, non-business-related use. These rentals are for personal use and may not be charged directly to the University. The employee renting the vehicle is fully responsible for payment and insurance coverage.

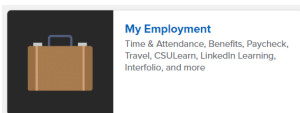
Account Rules

- The personal use account can only be used by current active employees. Guests, non-employees, retired employees, previous employees, students and student employees are not eligible to use this program.
- Reservations must be made under employee's name. Please do not list a spouse or other family members name on the reservation. Rental contracts must be written up in the employee's name using their valid driver's license and their personal credit card.
- Enterprise and National Rental Car has the right to verify employment and cancel a reservation if employment cannot be verified.

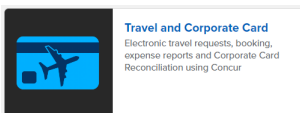
In order to prevent fraudulent use of the University rates, the personal use rental codes are secured behind single sign on and can be located by CSUSB employees by logging onto Concur. Please use the following process to access those codes:

Step 1—Locate the Personal Rental Codes Enterprise/National Car Rental

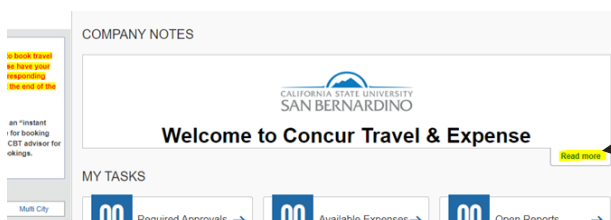
- The Personal Rental Codes for both Enterprise and National are secured behind single sign on and can be located on the landing page in Concur. This number is not to be shared publicly, which is why it is not listed here in this procedure.
- To find the billing ID and pin number, log on to “MyCoyote” through the link on the University webpage.
- Click on the “My Employment” tab:



- Click on the “Travel and Corporate Card” tab:



- Under “Company Notes” on the main Concur webpage, use the dropdown tab “read more” to find the Enterprise/National Car Rental **Personal Use Rental** codes. Scroll to the Enterprise/National Car section.



Enterprise/National Car Rental—Personal Use

Employee Personal Use Program continued

Step 2—Book your Reservation

Using the link that can be found on the landing page in Concur, choose the “Personal Use” option. The CSU Personal Use Account Number and pin are automatically embedded in the link found on the landing page in Concur.

- Choose the nearest Enterprise/National location
- Enter the dates you will need the vehicle
- Choose the type of vehicle needed
- Submit to book the reservation

If you visit or call the branch in person, you will need the Personal Use Account Number and Pin for the brand you are booking. Note: The link allows you to book with either Enterprise Rental Car or with National Rental Car. There are different account numbers and pin numbers associated with each brand.

Note: Do not use the Business Travel process noted earlier in this instruction. The Business Travel Billing ID number cannot be used to book your personal rental. This method is for the express use of direct billing CSUSB for authorized business travel only.

The following will be required to book and pick up a rental car for business use:

- CSUSB Coyote Identification Badge
- California Driver's License
- Personal Use Account Number and Pin (found on the Concur landing page)
- Personal Credit Card
- Personal Insurance Coverage Information

Make arrangements for either picking up your vehicle at the Enterprise/National office, or they can pick you up on campus or at your home.

Note that the rates offered can be located on the following page.

Enterprise/National Car Rental—Personal Use

Employee Personal Use Program continued

Personal Use Rental Car Rates Tables

The following tables show the current CSU rates for renting vehicles for personal use at Enterprise or National:



California State University (CSU) Personal Use Rates

Vehicle Description	Seating Capacity	Sample Vehicle*	Daily Rate	Weekly Rate	
Compact Sedan	5	Nissan Versa	\$39.36	\$157.47	\$708.58
Mid-Size Sedan	5	Toyota Corolla	\$39.36	\$157.47	\$708.58
Standard Sedan	5	VW Jetta	\$41.76	\$167.00	\$751.52
Full-Size Sedan	5	Chevy Malibu	\$41.76	\$167.00	\$751.52
Premium Sedan	5	Nissan Maxima	\$78.74	\$417.51	\$1,827.52
Luxury Sedan	5	Chrysler 300	\$104.98	\$477.16	\$2,118.60
Mid-Size Hybrid Sedan	5	Toyota Prius	\$50.12	\$200.40	\$901.83
Mid-Size Electric Sedan	5	Nissan LEAF	\$50.12	\$200.40	\$901.83
Pick-Up Truck	4	Ford F150	\$83.51	\$334.02	\$1,503.05
Midsize SUV	5	Ford Escape	\$66.80	\$267.21	\$1,202.44
Standard SUV	5	Ford Edge	\$104.98	\$626.27	\$2,715.04
Full-Size SUV	7	Chevy Tahoe	\$137.18	\$823.11	\$3,566.79
Premium SUV	7	Ford Expedition XL	\$149.12	\$894.67	\$3,876.92
7 Passenger Mini Van	7	Chrysler Pacifica	\$66.80	\$267.21	\$1,202.44
12 Passenger Van	12	Ford Transit Wagon (12)	\$144.34	\$866.05	\$3,752.88
15 Passenger Van	15	Ford Transit Wagon (15)	\$144.34	\$866.05	\$3,752.88

Rate Notes

Rates include:

- Unlimited Mileage

Rates do not include:

- Gas
- Vehicle Licensing Fee (VLF)
- Coverages
- Charges associated with Electric Vehicles
- Drop/delivery (at a Non-Rental Branch Location), and
- Hourly charges

Models are subject to availability and may be requested but are not guaranteed. Rates apply to all locations within the United States, local and airport locations included, excluding New York. Rates are effective through June 30, 2026.