<u>Online Booking Instructions for Official University Business Rentals</u>
UC Berkeley

Account Number: **UCB23AB**   Billing Number: **17212637**

1. Log on to Enterprise Rent-A-Car's or National Car Rental's web site at www.enterprise.com or www.nationalcar.com

2. Enter the Enterprise location where you would like to pick up your rental vehicle.
   a. On the next page you will be able to select your desired location for pick up

3. Enter the Dates and Times of your desired reservation. If the driver is between the ages of 18-20, please put the age of the driver as 21 or keep defaulted at age 25. The local branches will know how to handle the age when arriving to pick up the vehicle under the official university business account.

4. Enter the Account Number **UCB23AB** in the "**Promotion Code or Account Number (Optional)**" box and click on "Continue".

5. On the next screen you can select your vehicle and click on "Continue". Please refer below on age requirements for vehicle rentals within the Berkeley vicinity.

   - Ages 18-20 can rent vehicles up to a full-size vehicle
   - Ages 21+ can rent vehicles up to a 12-Passenger Vehicle
   - Ages 25+ can rent vehicles up to a Box truck
   - Ages 18-20 years of age are not allowed to rent nationwide under the University official use account (UCB23AB)

6. Next screen will list any optional Equipment (GPS unit etc.) that is available at the requested location. Click "Continue to Review" once you are done selecting any additional equipment.

7. Next, you can review the location, dates and vehicle type for the reservation. You will be required to enter the following information:
   a. Renter's Detail (email is required for confirmation)
   b. **Trip Purpose** – Click on "Yes" or "No" to verify if travel is for official University business- If you are booking the reservation on behalf of someone else, please enter the information of the renter.
   c. **Billing** – Click on "Yes" or "No" to verify if reservation should be applied to direct billing. Direct Bill should only be applied if the reservation is tied to a Vehicle Rental Code assigned by Fleet Services. The Vehicle Rental Code acts as a payment method, and is tied to a specific chart of accounts controlled by your department.

      i. If you click on "Yes", proceed to the next step to enter your **<u>assigned Departmental Vehicle Rental Code</u>**

      ii. If you click on "No" and/or do not have an assigned **Departmental Vehicle Rental Code**, renter will be required to present a credit card at the time of rental

   d. **Vehicle Rental Code**-Must be entered (Assigned by Fleet Services)

    e.   You can also enter additional information in the "Save Time at the Counter" section to speed up the rental process.

8. Scroll to the bottom of the page and click on "Reserve Now"
9. You will be given a confirmation number for your reservation and a confirmation will be emailed to you.
10. You will need to have a valid Driver's License, Business ID/Badge or Business Card, and Reservation Number to pick up the vehicle.

Due to the shortage in vehicles, if you reserved a special type of vehicle (4WD, etc.) or reserved a 12-Passenger Van, please send an email to Fleet@berkeley.edu including your rental reservation #, Driver Name, and dates of reservation