

# Use Enterprise to rent cars when traveling for work

When traveling on City business you should use public transportation whenever possible. However, if renting a car is the most economical option you may do so with a supervisor's pre-approval.

All car rentals must be booked with Enterprise Rent-A-Car directly through [the company's website](#) using the City's corporate account number: 19B1122. You can also call the City's local Enterprise representative Brian Theisen at 651-905-5022 to make a reservation.

## Detailed instructions for online reservations

1. To start a reservation visit [enterprise.com](#).
2. Enter the information for your reservation in the "Start a reservation" form. In the "Corporate account number or promotion code" box enter the City's account number: 19B1122.

**START A RESERVATION** OR VIEW / MODIFY / CANCEL

1 **PICK-UP LOCATION** (ZIP, City or Airport) \* \* Required Field

Minneapolis, Minnesota, US

Return to a different location Use my current location

2 **PICK-UP \*** **RETURN \*** **RENTER AGE \***

26 Apr 2019 12 :00 PM → 27 Apr 2019 12 :00 PM 25+

**CORPORATE ACCOUNT NUMBER OR PROMOTION CODE** ⓘ

19B1122

**CONTINUE**

3. Push the "Continue" button.
4. You will then be prompted to choose a vehicle class. If there are one or two travelers, select economy or compact. If there are three or more travelers, select intermediate or standard. If you select a higher class than allowed by City policy you are responsible for paying for the upgrade.

**CHOOSE A VEHICLE CLASS** 13 RESULTS Vehicles sorted by price

Filters CLEAR ALL

**VEHICLE TYPE**

Cars  SUVs

Trucks  Vans

**PASSENGER CAPACITY**

2  7

4  8

5  15

	<b>Economy</b> Mitsubishi Mirage or similar Automatic 4 People 2 Bags	<b>PAY LATER</b> \$36.00 per day   \$56.11 total
<input type="button" value="SELECT"/>		
<a href="#">FEATURES &amp; PRICE DETAILS</a>		
<a href="#">CUSTOM RATE</a>		
	<b>Compact</b> Nissan Versa or similar Automatic 5 People 2 Bags	<b>PAY LATER</b> \$36.00 per day   \$56.11 total
<input type="button" value="SELECT"/>		
<a href="#">FEATURES &amp; PRICE DETAILS</a>		
<a href="#">CUSTOM RATE</a>		
	<b>Intermediate</b> Hyundai Elantra or similar Automatic 5 People 3 Bags	<b>PAY LATER</b> \$38.50 per day   \$59.51 total
<input type="button" value="SELECT"/>		
<a href="#">FEATURES &amp; PRICE DETAILS</a>		
<a href="#">CUSTOM RATE</a>		
	<b>Standard</b> Volkswagen Jetta or similar	<b>PAY LATER</b> \$38.50   \$59.51

5. Push the "Select" button.

- You will then be prompted to add extras. Insurance and roadside assistance are included in the City rental agreement. You should not add any additional products or equipment unless you want to pay for them.

**ADD EXTRAS** CONTINUE TO REVIEW

Extras included in your reservation (at no additional cost): Damage Waiver, Roadside Protection

### Protection Products

Damage Waiver	Included with reservation	<a href="#">DETAILS</a>	<a href="#">INCLUDED</a>
Roadside Protection	Included with reservation	<a href="#">DETAILS</a>	<a href="#">INCLUDED</a>

### Equipment

Sirius XM® Radio	\$ 5.99 / day (\$ 49.98 max)	<a href="#">DETAILS</a>	<a href="#">ADD</a>
Greenhouse Gas Emissions Offset	\$ 1.25 / rental	<a href="#">DETAILS</a>	<a href="#">ADD</a>
Child Safety Seat	\$ 8.95 / day (\$ 60.00 max)	<a href="#">DETAILS</a>	<a href="#">ADD</a>

- Click “Continue to review.”
- You will then be taken to a page to enter your contact details and payment information. Complete the form fields.
- You will be asked to confirm your trip purpose and when you select “Yes” another field will appear about billing. If you select “Yes” that you are authorized for billing privileges and choose to bill the City of Minneapolis for the rental you will be prompted to enter a billing number. You must call the Internal Controls team at 612-673-2004 or 612-673-5445 to get the number. If a billing number is not entered, a personal credit card will be required when picking up the car and those charges will not be reimbursed.

### Confirm Trip Purpose

Your account is associated with MN - CITY OF MINNEAPOLIS. Are you traveling on behalf of MN - CITY OF MINNEAPOLIS for this rental?

Yes  
 No

### Billing

I am authorized for billing privileges and am choosing to bill **MN - CITY OF MINNEAPOLIS** for this rental.

Yes

Please provide a billing number.

Enter Billing Number

No

- Click “Reserve now” to complete your booking.