



How To Book a Rental Car through Enterprise

1. Click the link to make your reservation:

<https://elink.enterprise.com/en/25/02/lamar-university.html>

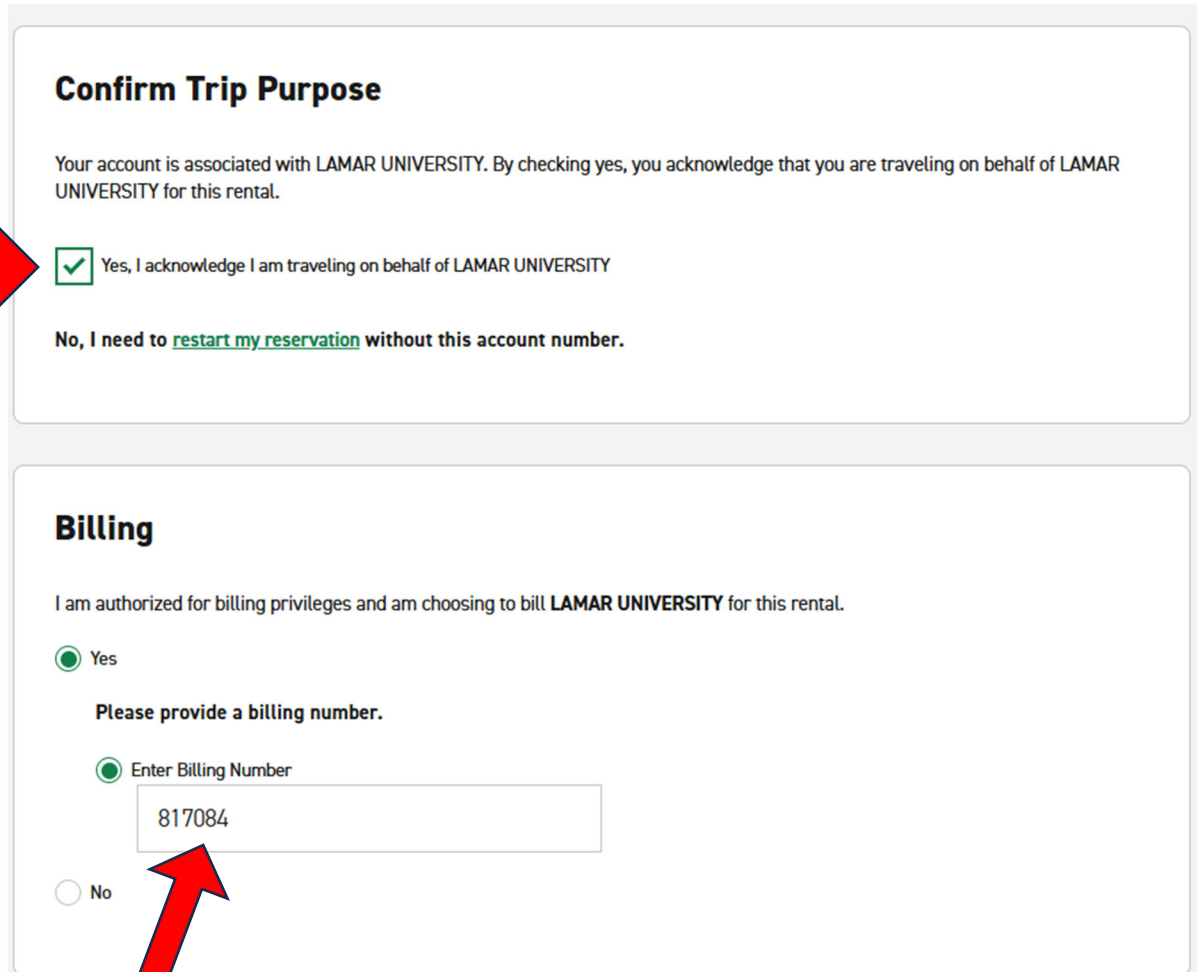
2. Select the location and the dates you are traveling. You will be prompted to enter your company's PIN. **Lamar University's PIN is LAM**

A screenshot of a web browser showing a modal window titled "Please Enter Your PIN". The window has a green header with a close button (X). The main text reads: "To apply your corporate account, please enter the first three characters of your company's name or PIN." Below this is a note: "* Required to complete your reservation". There is a label "Pin*" above a text input field containing the text "Lam". A red arrow points to the input field. To the right of the input field are "Examples:" followed by "St. Charles Lumber" = "STC" and "A-1 Corporation" = "A1C". At the bottom right of the modal are two buttons: "Discard" (white with green border) and "Confirm" (green).

3. Choose your vehicle according to Travel policy: **Up to Full-Size Vehicle**. Contact travel@lamar.edu for more information.

4. On the **Review & Reserve** page you must select:

Yes, I acknowledge I am traveling on behalf of LAMAR UNIVERSITY.



Confirm Trip Purpose

Your account is associated with LAMAR UNIVERSITY. By checking yes, you acknowledge that you are traveling on behalf of LAMAR UNIVERSITY for this rental.

Yes, I acknowledge I am traveling on behalf of LAMAR UNIVERSITY

No, I need to [restart my reservation](#) without this account number.

Billing

I am authorized for billing privileges and am choosing to bill LAMAR UNIVERSITY for this rental.

Yes

Please provide a billing number.

Enter Billing Number

817084

No

Billing: Yes – Billing Number: 817084

5. Download your Enterprise **Confirmation** and save as a **PDF document**.

6. Enter a requisition in Cardinal Purch by choosing the the **Non-Catalog Form** and selecting **Supplier: EAN Holdings, LLC**.

Supplier Information

Existing Supplier

Supplier ★

EAN Holdings, LLC



EAN Holdings, LLC



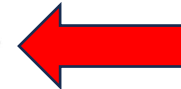
Fulfillment Address

VP Vendor Purchase Order 3

Enterprise Rent A Car

710 N M L King Jr Pkwy

Beaumont, Texas 77701-1638 United States



Select the **pencil icon** next to the address and choose the **location** you are renting from.

7. Complete the requisition as usual and include all supporting documents in PDF format. **Supporting documents include:**

- Approved Pre-Approval to Travel
- Confirmation from Enterprise
- If booking for a non-employee, attach a flyer or agenda of the event

Helpful Hints

- Employee and Guest Speaker – Account Code 710001
 - Fees and Taxes – Account Code 710004
 - Prospective Employee – Account Code 715002
 - Lamar University is Exempt from Paying:
 - Motor Vehicle Rental Tax (MVR)
 - TX Reimbursement
 - 5% Sports Authority
 - Must Pay:
 - Airport Access Fee
 - Contract ID: TX734X
 - Pin: LAM
 - Billing Number: 817084
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