

ATTACHMENT SAMPLE 3

**Enterprise Rent-A-Car's Application for Central Billing with
American Express' Business Travel Account**

The Department of _____ is participation with
Enterprise Rent-A-Car in the American Express Car Rental BTA program. If you would like an abbreviation
of your department name to be used on Statements, please include it here: _____

CRBTA American Express
Account Number: _____

Travel Agency Contact Information

Travel Agency: _____
Contact: _____
Phone Number: _____
E-mail Address: _____

Department Contact Information:

Main Account
Contact: _____
Statement/Billing
Contact: (If Different) _____
Mailing Address: _____

Phone: _____
Fax: _____
E-mail Address: _____

Do you Require Cost Codes: (Please Circle One) Yes No
If Yes: 1. What should they be labeled (ex: Cost Codes, Index, etc) _____
 2. In what format will the be (ex: #####-#####) _____

**Effective February 2006, we will no longer be mailing out invoices with our monthly statements. All
invoices will be kept on file for 5 years and can be requested if additional information is required. The
following information is Standard on our Statements:**

*Last Name, First Name, Date In and Out, Rental Location, Branch Number, Ticket Number, Total Charges, Daily Rate,
Number of Days, Miles Driven, Fuel, Sales Tax, Airport Fees, Other Charges.*

Other Requested Information: _____

Please complete and email or to: Kristin.L.Loaiza@erac.com or Fax to: 1-866-827-4694.

