

**Booking State of California Business Travel Reservations Online**  
**CSU Auxiliary Organizations Risk Management Alliance (AORMA)**

Enterprise Rent-A-Car is excited to be named the State of California's primary Rental Car Vendor. It is fast and easy to make arrangements for your Department's car rental needs nationwide with Enterprise Rent-A-Car. Just follow the steps below to make your own reservations using the State's new travel account with Enterprise online at our web site or by phone:

**On Line**

1. Log on to Enterprise Rent-A-Car's Web Site at [www.enterprise.com](http://www.enterprise.com)
2. Pick the Enterprise location where you would like to pick up your rental vehicle.
  - a. You can use the Airport link to choose one of our Airport locations; or
  - b. Enter the Zip Code, City or State you are looking for.
3. Enter the Dates and Times of your desired reservation.
4. Enter your Account Number: **NACA053** in the "Optional: Corporate Account or Customer Number" Box.
5. You will be prompted to enter the first 3 Characters of your Company's Name, please enter **CSU** in this box.
6. Choose the rental location most convenient for you.
  - a. If you entered a specific location or airport, you will then be directed to that location.
  - b. If you entered a zip code, city or state, you will be given a list of Enterprise Rent-A-Car locations in the area you have requested from which to choose.
7. At the next screen you can select your vehicle.
8. Next, you will be prompted to enter your Name (First & Last), your home phone number, Department Name, and an email address.
9. You will be given a confirmation number for your reservation and the option to have a confirmation emailed to you.
10. You will need to have a valid Driver's License, Credit Card, and Reservation to pick up the vehicle.

**By Phone**

1. You can:
  - a. Contact your local Enterprise Rent-A-Car rental branch, or
  - b. Dial 1-800-RENT-A-CAR to be connected to the closest branch to you.
2. Provide the branch with your Account Number: **NACA053**.
3. The rental branch will set up a reservation that fits your needs and provide you with a reservation number.
4. You will need to have a valid Driver's License, Department Name, Credit Card, and Reservation to pick up the vehicle.

If at any time you have any questions you can contact the State of California Account Department at (916) 787-4500.



**Account Number: NACA053**  
**CSU Auxiliary Organizations Risk Management Alliance (AORMA)**  
**Enterprise Rent-A-Car's 2013 Short Term Rates**

<u>Car Type</u>	<u>Vehicle Description</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>
<b>Contracted Rates:</b>			
Compact	<i>Nissan Versa, Toyota Yaris</i>	\$30.78	\$123.12
Intermediate	<i>Toyota Corolla, Nissan Sentra</i>	30.78	123.12
Standard	<i>Ford Fusion, Chevy Malibu</i>	33.86	135.43
Full Size	<i>Chevy Impala, Nissan Altima</i>	33.86	135.43
Premium	<i>Nissan Maxima, Toyota Avalon</i>	63.61	381.67
Luxury	<i>Cadillac DTS, Lincoln Town car</i>	84.13	393.98
AFV*	<i>Chevy HHR, Chevy Impala</i>	33.86	135.43
Small SUV	<i>Ford Escape, Jeep Liberty</i>	51.30	230.85
Mini Van	<i>Chrysler Town &amp; Country, Dodge Grand Caravan</i>	51.30	230.85
Truck	<i>Chevy Silverado, Ford F150</i>	66.69	307.80
Cargo Van**	<i>GM Express, Ford Econoline</i>	76.95	384.75
Large Van	<i>15 Passenger Ford E35P</i>	115.94	693.58
Medium SUV	<i>GMC Acadia, Ford Explorer</i>	84.13	502.74
Large SUV	<i>Chevy Tahoe, Ford Expedition</i>	115.94	693.58

**Notes:**

1. AFV=Alternate Fuel Vehicle (\*)
2. Available through our Rent-A-Truck division (\*\*)
3. Rates include the following:
  - a. Unlimited miles
  - b. Collision damage waiver (physical damage coverage on the rented vehicle)
  - c. \$300,000 in third person liability coverage
  - d. No one-way drop off charges
4. Rates do not include: additional fees such as airport access fees/taxes, gas, and hourly charges.
5. Models are subject to availability and may be requested but are not guaranteed.
6. Rates apply to all locations within the United States with the exception of New York.

**Personal Use Rentals:**

AORMA member employees may use this Account Number – NACA053 – when renting vehicles for personal use. The negotiated rates and the unlimited miles will still apply to all rentals; however, ***the following will not be included in the personal use rental:***

- a. Collision damage waiver (physical damage coverage on the rented vehicle)
- b. \$300,000 in third person liability coverage
- c. No one-way drop off charges

Effective: 1/01/13