



Enterprise Guide

Enterprise Trip Calculator instructions:

- At least one day before the trip, open the Enterprise Trip Calculator at <http://www.dgs.state.va.us/OfficeofFleetManagementServices/TravelPlanning/tabid/170/Default.aspx> . The link is near the bottom of the page on the left (Macros should be enabled)
- Enter the five items of information requested for the trip
 - traveler's name
 - GMU _____ (department)
 - Destination
 - Number of miles for the trip
 - Number of days for the trip*

*days are 24 hour days, for example 10 a.m. Monday-10 a.m. Tuesday is one day.

-If the cost of an Enterprise vehicle displayed is less than the cost of a personal vehicle by more than \$20:

- select Go to Enterprise
- select "G"
- select George Mason University
- select banner to the right of campus location to reserve at that location; OR
- select the banner to the right of Other Locations-Business to reserve at another location
- enter trip dates and times
- select View Rates
- select a vehicle included in the agreement at the state contract rate
\$32.65 compact \$35.65 midsize \$36.65 full size \$65.65 minivan
- provide the renter's name, phone number, email
- select continue
- select book now to complete the reservation
- call the telephone number above "we'll pick you up" to arrange for a pick up. Cars are provided with a partially full or full tank of gas and must be returned with at least the same amount. If you prefer a full tank, specify this when you call.

Note: The cost of an Enterprise vehicle at the contract rate as well as gas expense related to the trip is fully reimbursable. **When finalizing the bill, please confirm that sales tax is not charged.** Sales tax is not reimbursable for rentals in Virginia although tax will display during the reservation process.

-If the cost display indicates the cost of a personal vehicle is within \$20 of the cost of an Enterprise vehicle or is lower than the cost of an Enterprise vehicle, print the cost comparison page and attach it to the travel reimbursement voucher. The traveler may use a personal vehicle and be reimbursed at the higher personal rate.

June 22, 2009