



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:

- 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
- 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 an Enterprise vehicle is not the lowest cost option, 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.

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