

Enterprise/National Rental Car Announcement

Vehicle rentals for university business can now be made using Enterprise/National in addition to using Avis/Budget. Recently, the university entered into a new rental vehicle contract with Enterprise/National to provide state employees with discounted rentals. This agreement became effective April 1, 2021.

If you previously used Enterprise/National direct-bill setup on your PCard, your unique billing number will be reactivated. If you have acquired a new PCard and need to update your information with Enterprise/National, you may do so using the Update PCard on File form using the link below. If you would like to add direct-bill setup to your PCard for the first time, you may do so using the Additional Billing Account Request form link below:

Enterprise/National Update PCard on File Terms of Agreement

https://fa.ucf.edu/wp-content/uploads/sites/2/Enterprise_National_Pcard_Update.pdf

Enterprise/National Additional Billing Account Request Terms of Agreement

https://fa.ucf.edu/wp-content/uploads/sites/2/Enterprise_National_Billing_Account_Request.pdf

When booking rental vehicles through Concur, the negotiated rates will be shown. If booking a rental vehicle outside of Concur, reservations should be made using either the Enterprise or National websites.

Brand	Business Use Rental Codes	Leisure Use Rental Codes
Enterprise	07C1201	XZ78990
National	07C1201	XZ78990

Enterprise/National Website

<https://elink.enterprise.com/en/ucf1201.html>

The Travel Manual, Frequently Asked Questions, and Useful Links on the UCF Travel website have been updated to reflect this change:

UCF Travel Manual

https://fa.ucf.edu/wp-content/uploads/sites/2/Travel_Manual.pdf

UCF Travel Frequently Asked Questions

<https://fa.ucf.edu/travel-payables-faq/>

UCF Travel Useful Links

<https://fa.ucf.edu/travel-payables-useful-links/>

Please remember that the university's travel freeze is still in effect. If you have any questions, you may contact the Travel Payables office at travelfa@ucf.edu.