

Step-by-Step Instructions for Enterprise Car Rental

1. The traveler will complete and submit a Travel Authorization for a car rental through the Ariba system.
2. The traveler and NSU Travel Office will establish the date and exact time for the pick-up of the rental vehicle. The traveler should call Enterprise 30-60 minutes prior to scheduled pick-up to reconfirm.
3. The faculty or staff member will park their personal vehicle in the Campus Support Building parking lot and meet the Enterprise representative at the Security Operations Center.
4. The Enterprise representative and the customer will proceed to the rental car and complete the necessary paperwork. The traveler must present valid driver license.
5. At the END of the trip, the traveler will park the rental vehicle in the marked Enterprise Parking space on the surface lot of the Campus Support Building. The customer will return the car keys to the Public Safety Officer in the Security Operations Center. The car must be returned with the same amount of gas as received at the time of pick-up.
6. The Security Operations Center will have specially printed "Enterprise Car Rental Key Return Envelopes." The customer will PRINT her/his name on the top line. Printed name should match the name on the Car Rental Agreement.
7. The attending Public Safety Office will complete and authenticate the second and third lines of the envelope, "DATE VEHICLE RETURNED" and "TIME VEHICLE RETURNED."
8. The rental car keys will be placed and sealed in the completed envelope for a later pick-up by Enterprise Car Rental.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE TRAVEL OFFICE AT (954) 262-8888.