



Car Rental Guidelines

In order to comply with the procurement office and risk management requirements, please follow the directions below.

ALL vehicle rentals should be through our state contracted vendor, **Enterprise Holdings/National**. By using this vendor, you will receive the lower rates and will also be covered with the appropriate insurance.

ALL car rental reservations should be made from this link. - https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=SNOWCOLG or by contacting the State Travel Office at 866-489-9834 or <https://fleet.utah.gov/state-travel-a/>.

When using the link, please select **“Enterprise Business Use”** or **“National Business Use”** and from there you will enter the location of pickup and the dates in which a car is needed.

In the discount box below the dates it should auto-fill our discount code and tie it to our state contract which includes insurance coverage.

The screenshot shows a car rental booking interface. On the left, there are two date and time pickers. The first is labeled 'PICK-UP' and shows '26 Jan 2018' and '12 :00 PM'. The second is labeled 'RETURN' and shows '27 Jan 2018' and '12 :00 PM'. To the right of these is a 'RENTER AGE' dropdown menu set to '25+'. Below the date pickers is a dropdown menu with 'SNOW COLLEGE-NASPO X' selected, which is circled in red. To the right of the dropdown menu is a green 'CONTINUE' button.

No reservations should be made over the phone or in person with Enterprise/National. The link provided above is the ONLY way reservations should be made with them.

Please note that if you do not follow the above guidelines, **you will not have any insurance coverage, which then opens the College up to a huge amount of liability.**

If you have any questions or for some reason Enterprise or National is not offered in the area you are traveling to, please contact our office before any reservations are made. We are here to help!

435-283-7262