

# Direct Bill Payments for Car Rental

Car rental reservations are typically NOT pre-paid and payments must be made by credit card in the name of the driver at the time of pick-up.

The preferred method of payment for car rental for employee travel is using a Travel and Expense Card.

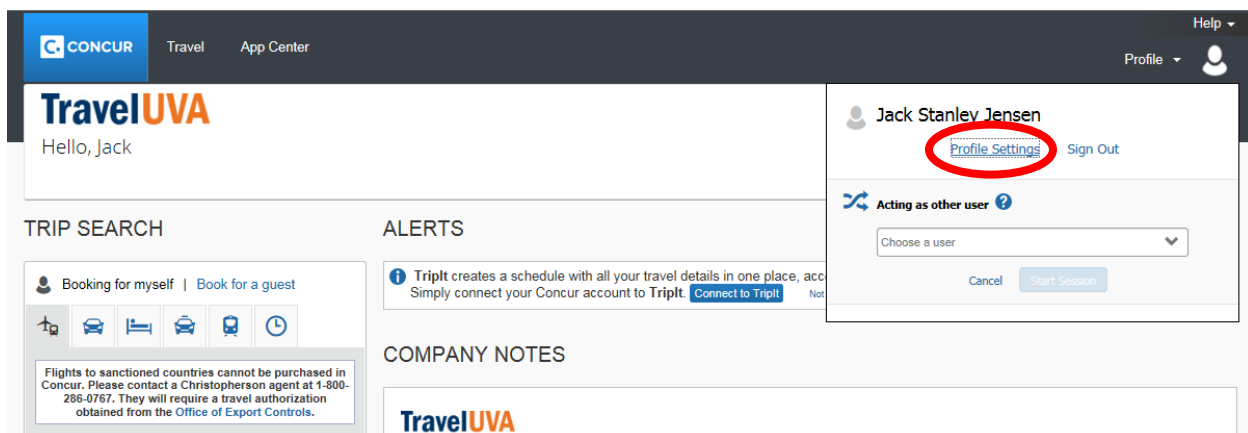
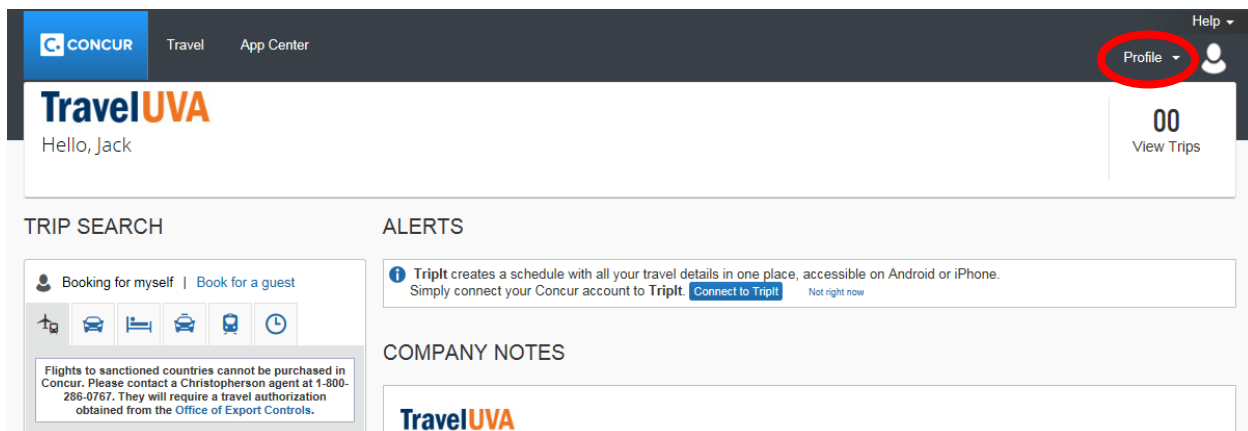
If you do not have a Travel and Expense Card in your own name, and would like to pay for your car rental using another person's Travel and Expense Card, the cardholder may apply for a direct bill account with Hertz and/or with Enterprise and National through the following links:

[Hertz Direct Bill Application](#)

[Enterprise/National Direct Bill Application](#)

Direct bill accounts may be used only for employee rentals while on University business, and should NOT be used for personal travel.

To add a direct bill account number to your profile, you would access your profile settings:



CONCUR

TravelApp Center

Help

Profile

ProfilePersonal InformationSystem SettingsMobile Registration

Your Information

Personal Information

Company Information

Contact Information

Email Addresses

Emergency Contact

Credit Cards

Travel Settings

Travel Preferences

International Travel

Frequent-Traveler Programs

Assessments/Arrangements

Profile Options

Select one of the following to customize your user profile.

Personal Information

Your home address and emergency contact information.

Company Information

Your company name and business address or your remote location address.

Credit Card Information

You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

Travel Profile Options

Carrier, Hotel, Rental Car and other travel-related preferences.

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information

How can we contact you about your travel arrangements?

Setup Travel Assistants

You can allow other people within your companies to book trips and enter expenses for you.

Mobile Registration

Set up access to Concur on your mobile device

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs

+ Add a Program

No programs defined












Once on the Add Travel Programs screen, make sure that the Car icon is selected.

## Add Travel Programs



Please enter programs EXACTLY as they appear on your card, excluding spaces and dashes. Do not add any additional characters. Do not include the carrier code. If you enter a program incorrectly, you will get a profile error from the reservation system. For example, if your card is printed "AA12345" or "John Doe/12345", your program number is "12345".

The page allows you to enter up to 5 travel programs at a time. First, select the type of program (carrier name, car rental, or hotel). Then, select the name of the company from the adjacent list. Finally, enter the program number (frequent traveler number, etc.).

1	  	Car Rental Company	Frequent Traveler / Driver/ Guest Number	Search this vendor
	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Pick a rental company	<input type="text"/>	<input checked="" type="checkbox"/>
2	   	Air/Rail Carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor
	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Select a carrier	<input type="text"/>	<input checked="" type="checkbox"/>
3	   	Air/Rail Carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor
	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Select a carrier	<input type="text"/>	<input checked="" type="checkbox"/>

Select the appropriate Car Rental Company and then enter the assigned Direct Bill Account Number into the Frequent Traveler / Driver / Guest Number field.

If you already have a frequent travel number entered into your profile for that particular car rental company, please contact them to have your Direct Bill Account Number added to your frequent traveler program profile.

**Important:** If a Direct Bill Account Number is attached to your frequent traveler number, and you are using your frequent traveler number for personal travel, make sure that the Direct Bill Account is not used to pay for the rental. You must use a personal credit card for personal travel.