2024 RENTAL CAR PROGRAM



Welcome,

Enterprise Rent-A-Car and National Car Rental have been selected as the preferred provider for car rental services for business travelers of your company. To review the Program Benefits, Frequently Asked Questions, and Rates available to renters from your company, please click on the corresponding sections below.

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WELCOME TO ENTERPRISE AND NATIONAL





Enterprise Rent-A-Car and National Car Rental have been selected as the preferred provider for car rental services for business travelers of your company.

HOW TO BOOK	ENTERPRISE RENT-A-CAR	NATIONAL CAR RENTAL		
	Click here for Enterprise Rent-A-Car business use rentals.	Click for National Car Rental business use rentals.		
HOW TO START	EMERALD CLUB.			
	Ready to get started? Click here to enroll in Emerald Club or to update your Account Number on an existing profile.	>> Tired of standing in line? Click here for a tour of the Emerald Aisle.		
	If already enrolled: Step 1: Click here and select "Enroll Now." Step 2: Sign in with your EC Number and password. Step 3: Review the company name listed and select "Update."	Reserve a midsize car at participating locations in the US or Canada. Bypass the counter and go directly to the Emerald Aisle where you can select any vehicle and go.		
HOW TO CONTACT				

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WELCOME TO EMERALD CLUB





Welcome to Emerald Club! Emerald Club members enjoy many benefits while renting across Enterprise and National's nationwide rental network. Once you are enrolled in Emerald Club, you will have access to the speed, choice, and control that accompanies your membership.

EMERALD CLUB.

Ready to get started? Click here to enroll in Emerald Club or to update your Account Number on an existing profile.

If already enrolled:

- Step 1: Click here and select "Enroll Now." Step 2: Sign in with your EC Number and
- password. **Step 3:** Review the company name listed
- and "Update."

>>> Tired of standing in line? Click here for a tour of the Emerald Aisle.

Reserve a midsize car at participating National Brand locations in the US or Canada. Bypass the counter and go directly to the Emerald Aisle where you can select any vehicle and go.

BYPASS THE COUNTER

CHOOSE YOUR VEHICLE

EARN REWARDS

With a midsize reservation at National Car Rental, go directly to the Emerald Aisle at more than 50 major airports in the U.S. and Canada.

Just choose any car from the Emerald Aisle and be on your way. Choose free rental days at participating Enterprise and National locations or points toward your favorite frequent traveler program.

THE COMBINED POWER OF

enterprise 🛛 😹 National.

Through our industry leading business rental program, Enterprise Rent-A-Car® and National Car Rental® provide customized car rental programs and comprehensive transportation solutions that deliver exceptional customer service, access to the largest network of vehicles and locations, plus reporting and tools to help you fulfill duty of care.

	-enterprise	National .	
	Convenient neighborhood and airport locations	Emerald Club® members bypass the counter	
	Delivery and collection service at select locations	Emerald Aisle access	
	Mileage reimbursement alternative	Free rental days or partner rewards	
	Exceptional customer service		
HOW TO BOOK	7 `₩``\YfY`for Enterprise Rent-A-Car Vi gbYggi gY` fY bHJ`g'	7 W \YfY for National Car Rental Vi gbYggi gY fYbHJ'g'	
	EMERALD CLUB	Benefits Include:	
TO ENROLL	Renters can enjoy expedited service and status across the globe. Don't forget to use your Emerald Club number when booking with either brand.	 Faster rentals. Your completed member profile offers a faster transaction at the time of pick-up. Rewards. Earn and redeem Free Days at both 	
	Click here to enroll in Emerald Club or to update your Account Number on an existing profile. If already enrolled:	Enterprise and National. To redeem at participating Enterprise locations in the United States and Canada, call 844-643-5085. Terms and conditions apply.	
	 Step 1: Click here and select "Enroll Now." Step 2: Sign in with your EC Number and password. Step 3: Review the company name listed and select "Update." 	• Emerald Aisle. Reserve a midsize car at participating locations in the US or Canada. Bypass the counter and go directly to the Emerald Aisle where you can select any vehicle and go. 7 JM_ \YfY 'tc 'HJ_Y' U 'tc if	
	Contact	Details:	

For assistance with Emerald Club, invoices, damage claims, reservations, or general program questions, please contact your Account Manager.





Frequently Asked Questions.

THE COMBINED POWER OF

enterprise



Which brand should I book?

We recommend to book National Car Rental at our airport locations and Enterprise Rent-A-Car at our local branches. Don't forget to use your Emerald Club number when booking with either brand.

What is the lead time when I need to rent?

Enterprise Rent-A-Car and National Car Rental will always strive to get you a vehicle. While the best practice is to book 2 weeks in advance, we ask that, at a minimum, you book at least 72 hours in advance. If this is not possible and you encounter a "sold out" situation, please contact your Account Manager for options.

What should I do if I need to amend/extend/cancel a booking?

Should you need to amend/extend or cancel a future reservation please use the same channel you used to book. Should you need to amend/extend or cancel a live rental, please contact the rental branch.

What car class do I book?

Enterprise Rent-A-Car and National Car Rental are able to offer a selection of vehicles. Please refer to your Company Travel Policy to ensure you are compliant.

What about fuel?

A traveler will not be charged an additional fee if the rental vehicle is returned with the same level of fuel as originally provided. Additional refueling options may be available and will vary by location.

What if I require a rental to begin outside of working hours?

If mutually agreed and at participating locations, we will pre-deliver the vehicle the working day before and this may be subject to additional charges. Please be aware that it will only be insured to be driven from the time requested on your reservation.

What if my vehicle breaks down or I get a flat tire?

Emergency Road Assistance is available in all countries. Contact details for this service will be provided from the rental branch. Roadside assistance is provided with the rental free of charge in case of mechanical breakdown, not due to driver negligence or willful misconduct, in which case additional charges will apply.

What if I have an accident or damage my vehicle?

You are required to immediately report the incident to the police and notify the rental branch. A copy of the police report and fully completed incident report must be submitted to the rental branch.

Do I have to sign for the vehicle?

You always have to sign the rental agreement except in the following cases:

- You are an Emerald Club member who has signed a Master Rental Agreement renting in a participating location.
- You have requested a car delivery where you do not have to be present.

If you have not signed for the vehicle, please ensure you check the vehicle condition against the rental agreement prior to driving.

Will I be charged an underage fee?

Our program includes a waived underage fee. If you are renting between the ages of 21-24 you will not be charged an additional fee.



We promise to put renters first, with exceptional customer service and vehicles that are maintained and cleaned to our high-quality standards. We're continuously innovating to help move the world forward – including new ways to go the extra mile, so renters can get on the road with confidence.

NORTHEAST ACCOUNT SUPPORT





The Account Support Team provides local and global customer support to our accounts by handling the following:

SUPPORT

- Emerald Club member support
- Rate verification
- Researching reservations & rental agreements
- Applying account number to open or closed rentals
- Do Not Rent customers
- Global rental customer support

DAMAGE CLAIMS

• Claims inquiries

BILLING

- Billing and invoicing inquiries
- Method of payment changes
- Receipt requests

EXISTING RESERVATION SUPPORT

Support Teams do not book reservations but can assist with reservations for high-profile customers with special requests.

- Changing rental return locations
- Long-term rentals
- Extending open rentals

TIPS WHEN CONTACTING YOUR SUPPORT TEAM

- Provide the account name or account number
- Reference the rental agreement (RA) number or reservation number
- include the traveler's name
- Avoid adding Personally Identifiable
 Information ("PII")

- Vehicle availability
- Booking at sold-out locations for elite executives
- Use "High Importance" emails for emergency requests needing quick resolution
- Call the sales executive directly if traveler is at the counter for immediate assistance

Hours of Operation: Monday - Friday, 8:00am - 5:00pm EST Phone Number: 833-364-0198

>> Click here to contact the Support Team via email at NortheastAccountSupport@em.com

ACCIDENT REPORTING AND ROADSIDE ASSISTANCE



This is a brief overview that explains the accident reporting process and emergency road service for Enterprise Rent-A-Car and National Car Rental.

> ACCIDENT REPORTING

If a renter is involved in an accident, please ensure all renters are safe and proceed with the following directions:

- 1. Notify the police and file a report. The rental location must be notified within 24 hours of the accident. When reporting the claim to the branch the vehicle was rented from (brand specific), contact Roadside Assistance at the numbers below if the branch is unavailable.
- 2. The rental branch or Emergency Road Service will create an Incident Report.
- 3. Renter will receive a call from the Damage Recovery Unit which will verify information, ask any additional questions, and gather information for additional proceedings.
- 4. Return the vehicle to the rental office as soon as possible.
- 5. Provide every summons, complaint, and paperwork pertaining to the accident to the rental branch or Roadside Assistance, including insurance information.
- 6. Be aware that this process can take up to a few months depending on the information and the extent of the accident.

ROADSIDE ASSISTANCE

Renters in need of emergency road service may call a multilingual, dedicated roadside assistance line available 24/7. Instructions for contacting the roadside assistance line are included in the rental agreement. For Emerald Club members who choose to proceed directly to the vehicle, the instructions will be located on the driver's-side visor.

Renters using the Enterprise and National apps can press the in-app Roadside button. This allows them to call 911 or be connected with our Roadside team for assistance with items such as flat tires or lockouts.

Enterprise and National will leverage the HERO platform to quickly and digitally dispatch a service provider to where the breakdown has occurred, and request service.

> DAMAGE WAIVER

If included in contractual terms, Damage Waiver covers damage to the vehicle, the cost of glass replacement, and the cost to repair/replace a flat tire (excluding service fees and towing, and unrelated to an accident). Certain types of damage may not be covered when damages occurred while the driver engaged in any prohibited uses or violations in the rental agreement.

United States

Enterprise: 800-307-6666 National: 800-367-6767

To follow up with our Risk Department, call 314-512-2417 with claim information or email <u>RiskManagementHelpDesk@ehi.com</u>

To follow up with our Damage Recovery Unit, call 800-327-0421 or email <u>DRU1@ehi.com</u>

Canada

Enterprise: 844-556-4930 National: 800-268-9711

To follow up with our Damage Recovery Unit, call 877-719-8818 or email <u>canadiandamageclaimcenter@ehi.com</u>

TRUCK RENTAL





With Enterprise Truck Rental, it is easy to stretch your commercial vehicle fleet. Because no two businesses are alike, we offer custom business solutions that tailor our services to help you manage your business efficiently and cost-effectively. We can assist with short-term, short-notice, seasonal, and capacity rentals.

RESERVATIONS IN THE U.S. AND CANADA

- Call toll-free at 888-736-8287
- Call a local branch
- Make reservations online



Click here to make reservations with Enterprise Truck Rental.

When booking trucks or for business and car rental needs at Enterprise Rent-A-Car and National Car Rental locations, reference your Account Number.

QUALITY VEHICLES

- Commercial-grade trucks
- Low mileage with up to date maintenance
- Fleet includes box trucks, delivery trucks and vans, pickups, and stakebeds

RENTAL BENEFITS

- More than 500 locations across the U.S., Puerto Rico, and Canada •
- We'll Pick You Up[™] service available at select locations
- Roadside Assistance and Preventative Maintenance included
- Exceptional customer service •
- Available for daily, weekly, or monthly rentals •
- Large maintenance network available •
- Competitive rates

TRUCK ROADSIDE ASSISTANCE

- United States: 1-800-610-2266 •
- Canada: 1-844-556-4930

The following page contains representative information on the types and styles of vehicles that can be found at nearby Enterprise Truck Rental locations.

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 9,000 to 11,000 lb. payload 3-person seating Tuck-away lift gates Driver air-ride seats Automatic transmission 	 Dock high Power steering/brakes E-track Wood tie-slats 	24'-26' Box Truck
 4,000 to 6,000 lb. payload 3-person seating Tuck-away lift gates Air-conditioned Automatic transmission 	 Diesel engine Power steering/brakes E-track Wood tie-slats 	12'-16' Box Truck
 9,000 to 11,000 lb. payload 3-person seating Tuck-away lift gates Driver air-ride seats Automatic transmission 	 Dock high Air-conditioned Power steering/brakes Removable sides 	20' -24' Stakebed Truck
 4,000 to 6,000 lb. payload 3-person seating Removable sides Air-conditioned Automatic transmission 	 Towing capable Power steering/brakes Winches Load straps 	12'-16' Stakebed Truck
 3,000 lb. payload Wood tie-slats Gas engines Automatic transmission Cab/cargo access door 	 Air-conditioned Power steering/brakes Pullout ramp available Step bumper 	12'-15' Parcel Van
 2,500 lb. payload 3 to 6 person seating 2- or 4-wheel drive Air-conditioned Extended and Crew cab 	 Gas and diesel engines Power steering/brakes Automatic transmission Towing capable 	Pickup Truck
 2,500 lb. payload Air-conditioned Bulkheads available AM/FM radio 	 Extended lengths available Automatic transmission Cargo liner 	Cargo Van

The Right Trucks. Right When You Need Them.



STATUS MATCH





WE'LL MATCH YOUR ELITE STATUS IN MORE PROGRAMS THAN EVER

Status matching is here for Enterprise Rent-A-Car and National Car Rental! If a traveler has elevated status with a major hotel, airline or rental car loyalty program, we'll match that with the equivalent tier in National's Emerald Club. Members will enjoy their elevated status for the full 2024 year. Only Emerald Club lets you bypass the counter and choose any vehicle on the Emerald Aisle. Get in and go — the keys are in the car! Speed and choice are just the beginning.

EMERALD CLUB.

Ready to get started? Click here to enroll in Emerald Club or to update your Account Number on an existing profile.	>> Tired of standing in line? Click here for a tour of the Emerald Aisle.	
If already enrolled: Step 1: Click here and select "Enroll Now." Step 2: Sign in with your EC Number and password. Step 3: Review the company name listed and select "Update." Finally, click here to have your status matched.	Reserve a midsize car at participating locations in the US or Canada. Bypass the counter and go directly to the Emerald Aisle where you can select any vehicle and go.	
EMERALD CLUB MEMBERSHIP BENEFITS		
STATUS MATCH — A status match will be granted upon review and approval to members with valid elite status in their selected approved program	EARN WITH ENTERPRISE — Rent at participating Enterprise Rent-A-Car locations to earn free rental days and higher status with Emerald Club	
EMERALD AISLE ACCESS — Choose any car (midsize and above) on the Emerald Aisle and pay only the midsize rate (in the U.S. and Canada)	SPECIAL OFFERS — Receive exclusive members-only discounts and offers through our periodic emails FREE RENTAL DAYS — Earn 1 rental credit for every	
CHOOSE REWARDS — Choose from free rental days or your favorite frequent traveler program NO SECOND DRIVER FEES — Never pay extra when	qualified car rental. 1 free rental day equals 7 credits. Free rental days cover base rate (Time an Mileage) only	
family members and business associates do the driving	DROP & GO — With convenient email receipts, just drop off your car and go (if your car has not been damaged during the rental)	
ONE-CLICK RESERVATION — Applies information from your profile to expedite your rental process	PRIORITY SERVICE — Get expedited services when renting in Europe, Latin America and the Caribbean	

GO MOBILE WITH THE ENTERPRISE AND NATIONAL APPS

At Enterprise Rent-A-Car and National Car Rental, we continuously focus on ways to simplify the rental experience. To that end, we have developed many leading-edge innovations such as a mobile application for each brand. Travelers access the following benefits when using these applications:

- > LOG IN ANYWHERE: Renters can enter their Emerald Club membership number to link their account on either brand's app.
- MAKE A RESERVATION: Find nearby rental locations, narrow search with location and vehicle filters, and save rental details to make future reservations even faster.
- ACCESS ALL RENTALS IN ONE PLACE: Easily view details of upcoming rentals to reference pick-up or drop-off times, current rental car information, directions back to rental branch, and more.
- GET HELP WHEN NEEDED: Contact roadside assistance or 24/7 customer support and look up rental branch details, including phone number, address, and directions.

ENTERPRISE RENT-A-CAR APP

The Enterprise Rent-A-Car mobile app is now available in the U.S., Canada, Ireland, Spain, Germany, France, and the U.K.

Customers can easily view or change upcoming reservations, get directions to a rental branch, call roadside assistance, or find a rental car for their next trip at one of Enterprise's more than 7,000 worldwide locations.

Customers can also stay signed into their Enterprise Plus or Emerald Club account to make reservations even faster and earn and redeem points toward free rentals.

Rentals booked with a credit card are easy to extend and make additional changes to reservations. Users can access this application on both the iOS and Android platforms. NATIONAL CAR RENTAL APP

Our National Car Rental mobile app provides additional features for Emerald Club members. The Emerald Club features can cut down the time spent at checkout to as little as 30 seconds via the Virtual Aisle.

Members can also access the Trip Tracker, which alerts the renter with timely reminders at each stage of the reservation, as well as upcoming trips.

Rentals booked with a credit card are easy to extend, and optional items such as Sirius XM radio and GPS can be added. Toll pass timestamps and amounts can also be reviewed.

The app also includes new and modern features including Fingerprint/Face Recognition, Autopopulated account and billing numbers, One-Click Reservations, detailed receipts, and more. For more details on our new features, click here.

Download the Enterprise Rent-A-Car App and the National Car Rental App and tap into the power of more speed, choice and convenience – all at your fingertips – by visiting the App Store or Google Play on your device.

 \blacktriangleright Click here to download the Enterprise app.

 \blacktriangleright Click here to download the National app.





NATIONAL CAR RENTAL® ONE-WAY PROGRAM



National Car Rental specializes in providing your business with the most cost-effective and flexible one-way car rental service in the industry. Our one-way program offers more than convenience. The program is a great way to control travel budgets and schedules for commercial accounts, especially for companies with scattered operations or rentals booked for multiple renters.

Check with the agent at the time of reservation or visit us online to determine one-way rental availability.

INTER-CITY RENTALS

One-way rentals are inter-city rentals within the United States that are outside established Local Rate Zones. We offer one of the most extensive one-way rental networks in the industry, and a portion of our midsize and fullsize fleet is dedicated to inter-city rentals within the United States.

AVAILABILITY

One-way rental availability is determined at the time of reservation. Renters needing to return the vehicle to a different location other than what is specified in the rental agreement must advise the renting branch of their plans. At that time, the daily rental rate will be recalculated to the applicable one-way rate.

National airport locations typically do not apply unauthorized drop fees; however, we request that renters inform us of their plans to return the vehicle to a different location. Any applicable taxes and fees will be outlined in the rental agreement.

LOCAL RATE ZONE

A Local Rate Zone is a group of National locations in which travelers may rent at one location and return to another while only paying the flat daily rate with no additional mileage fees or one-way charges.

>> Click here to access the most up-to-date information on one-way rentals.



NATIONAL CAR RENTAL® LOCAL RATE ZONES



National Car Rental travelers may rent in any of the rental cities and return to any National location within the specified Local Rate Zone and still pay the local rental rate with no additional per-mile charges.

If Local Rate Zone is identified by a specific location, rather than a geographic area, rentals are allowed from the location to the others listed, but not vice versa (e.g., rentals may begin at Springfield Capital Airport and end at Moline International Airport, but not vice versa).

ARIZONA			
Phoenix	Mesa — Falcon Field Mesa Gateway Airport Phoenix — Swift National	Phoenix Sky Harbor International Airport Scottsdale Municipal Airport	
		Tucson — Hemisphere Loop Tucson International Airport	
CALIFORNIA			
Fresno	Fresno International Airport	Bakersfield Airport	
Northern California	Livermore — Research Dr. Monterey Peninsula Airport Oakland International Airport Redwood City — El Camino Real Sacramento International Airport	San Francisco International Airport San Francisco — Union Square San Francisco — O'Farrell Street San Francisco Convention Center San Jose International Airport Santa Rosa Sonoma County Airport	
San Diego	Escondido — West 4 th Avenue San Diego International Airport	Solana Beach — Highway 101	
Southern California	Anaheim — West Katella Burbank — Bob Hope Airport Long Beach International Airport Los Angeles International Airport	Ontario International Airport Palm Springs International Airport Santa Ana Orange County Airport Santa Barbara Municipal Airport	
COLORADO			
Colorado	Aspen-Pitkin County Airport Colorado Springs Municipal Airport	Denver International Airport Fort Collins — Woodward	
CONNECTICUT			
New Haven Stamford	New York City Local Rate Zone		
DISTRICT OF COLUMBIA	Ą		
Washington, D.C.	Baltimore International Airport, MD Lexington Park, MD — Three Notch Road National L'Enfant Plaza	Washington Dulles International Airport Washington Reagan International Airport Washington, D.C. — Union Station	
DELAWARE			
Wilmington	Philadelphia Local Rate Zone		
FLORIDA			
All National rentals origi	inating and terminating within the State of F	lorida are included in the Local Rate Zone.	
GEORGIA			
Savannah	Savannah Savannah/Hilton Head International Airport, Georgia Hilton Head, S.C. Local Rate Zone		



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HAWAI'I		
Island of Hawai'i	Hilo International Airport Kona International Airport	Waikoloa Beach Dr.
Island of Maui	Kahului International Airport	Lahaina Kapalua International Airport
Island of O'ahu	Honolulu International Airport	Honolulu — Waikīkī Ala Moana Blvd.
ILLINOIS		
Chicago	Chicago Midway International Airpor Chicago O'Hare International Airport	
Springfield Capital Airport	Moline/Quad City International Airpo	rt
INDIANA		
Indianapolis	Carmel — East 116th Street Indianapolis International Airport	Indianapolis Walk Up
IOWA		
Cedar Rapids East Iowa Airport	Cedar Rapids — Rockwell	
KENTUCKY		
Paducah Barkley Airport	Louisville International Airport	
MARYLAND		
Maryland	Washington, D.C. Local Rate Zone	
MASSACHUSETTS	Dechard Le prove linterre ottige out Aire out	
Boston	Boston Logan International Airport Boston — Atlantic Avenue	Boston — Boylston St.
MICHIGAN		
Michigan	Ann Arbor Municipal Airport Detroit Metropolitan Airport	Toledo Express Airport, OH
MINNESOTA		
Minneapolis		neapolis Hubert Humphrey Charter Terminal
Rochester Int'l Airport MISSOURI	Fargo International Airport, ND	
Hollister — Branson Airport	Springfield Regional Airport	
NEBRASKA		
Lincoln Municipal Airport	Omaha Airport	
NEVADA		
Henderson Executive Air	Phoenix Sky Harbor Airport, AZ Phoenix — Swift National, AZ	Scottsdale Airport, AZ
NEW JERSEY		
New Jersey	New York City Local Rate Zone	
NEW MEXICO		
Roswell Airport	Phoenix Sky Harbor Int'l Airport, AZ Phoenix — Swift National, AZ	Scottsdale Municipal Airport, AZ





NEW YORK		
Elmira/Corning Regional Airport	Greater Rochester International Airport	
New York City	Iselin, NJ — Renaissance Inn Islip MacArthur Airport, NY Jersey City, NJ — Montgomery Street Newark Liberty International Airport, NJ Manhattan, NY — East 50th Street Manhattan, NY — East 80th Street Manhattan, NY — West 77th Street	Manhattan, NY — West 40th Street New Haven, CT — State Street New York, NY — JFK Airport New York, NY — LaGuardia Airport New Windsor Stewart Airport Stamford, CT — Main Street Teterboro Airport, NJ White Plains Airport, NY
NORTH CAROLINA		
Charlotte	Charlotte/Douglas International Airport	
Fletcher — Landmark Aviation	Fletcher — Asheville Regional Airport	
Fletcher — Asheville Regional Airport	Hickory	
OHIO		
Toledo	Michigan Local Rate Zone	
OREGON		
Portland Int'l Airport	Eugene Mahlon Sweet Field Airport	
PENNSYLVANIA		
Philadelphia	Philadelphia International Airport Philadelphia, PA— 30th Street	Philadelphia — Norwich
SOUTH CAROLINA		
SOUTH CAROLINA Hilton Head	Hilton Head Island Airport	Savannah/Hilton Head Int'l Airport, GA
		Savannah/Hilton Head Int'l Airport, GA
Hilton Head		Savannah/Hilton Head Int'l Airport, GA Plano — North Dallas Parkway
Hilton Head TEXAS	Hilton Head Island Airport Dallas-Fort Worth International Airport	
Hilton Head TEXAS Dallas	Hilton Head Island Airport Dallas-Fort Worth International Airport Dallas Love Field Airport Houston Bush Intercontinental Airport	Plano — North Dallas Parkway Houston — Doubletree Galleria
Hilton Head TEXAS Dallas Houston	Hilton Head Island Airport Dallas-Fort Worth International Airport Dallas Love Field Airport Houston Bush Intercontinental Airport Houston Hobby Airport Brownsville/South Padre Island Int'l Airport	Plano — North Dallas Parkway Houston — Doubletree Galleria Houston — Omni Hotel
Hilton Head TEXAS Dallas Houston Southern Texas	Hilton Head Island Airport Dallas-Fort Worth International Airport Dallas Love Field Airport Houston Bush Intercontinental Airport Houston Hobby Airport Brownsville/South Padre Island Int'l Airport	Plano — North Dallas Parkway Houston — Doubletree Galleria Houston — Omni Hotel
Hilton Head TEXAS Dallas Houston Southern Texas VIRGINIA	Hilton Head Island Airport Dallas-Fort Worth International Airport Dallas Love Field Airport Houston Bush Intercontinental Airport Houston Hobby Airport Brownsville/South Padre Island Int'l Airport Harlingen Valley International Airport	Plano — North Dallas Parkway Houston — Doubletree Galleria Houston — Omni Hotel McAllen-Miller International Airport
Hilton Head TEXAS Dallas Houston Southern Texas VIRGINIA Washington, D.C.	Hilton Head Island Airport Dallas-Fort Worth International Airport Dallas Love Field Airport Houston Bush Intercontinental Airport Houston Hobby Airport Brownsville/South Padre Island Int'l Airport Harlingen Valley International Airport	Plano — North Dallas Parkway Houston — Doubletree Galleria Houston — Omni Hotel McAllen-Miller International Airport
Hilton Head TEXAS Dallas Houston Southern Texas VIRGINIA Washington, D.C. Norfolk Int'l Airport	Hilton Head Island Airport Dallas-Fort Worth International Airport Dallas Love Field Airport Houston Bush Intercontinental Airport Houston Hobby Airport Brownsville/South Padre Island Int'l Airport Harlingen Valley International Airport Washington, D.C. Local Rate Zone Newport News/Williamsburg International A	Plano — North Dallas Parkway Houston — Doubletree Galleria Houston — Omni Hotel McAllen-Miller International Airport
Hilton Head TEXAS Dallas Houston Southern Texas VIRGINIA Washington, D.C. Norfolk Int'l Airport Richmond	Hilton Head Island Airport Dallas-Fort Worth International Airport Dallas Love Field Airport Houston Bush Intercontinental Airport Houston Hobby Airport Brownsville/South Padre Island Int'l Airport Harlingen Valley International Airport Washington, D.C. Local Rate Zone Newport News/Williamsburg International A Charlottesville Airport	Plano — North Dallas Parkway Houston — Doubletree Galleria Houston — Omni Hotel McAllen-Miller International Airport sirport Richmond International Airport
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Hilton Head TEXAS Dallas Houston Southern Texas VIRGINIA Washington, D.C. Norfolk Int'l Airport Richmond Roanoke WASHINGTON Seattle	Hilton Head Island Airport Dallas-Fort Worth International Airport Dallas Love Field Airport Houston Bush Intercontinental Airport Houston Hobby Airport Brownsville/South Padre Island Int'l Airport Harlingen Valley International Airport Washington, D.C. Local Rate Zone Newport News/Williamsburg International A Charlottesville Airport Roanoke Regional Airport	Plano — North Dallas Parkway Houston — Doubletree Galleria Houston — Omni Hotel McAllen-Miller International Airport sirport Richmond International Airport Roanoke — Coulter Dr.
Hilton Head TEXAS Dallas Houston Southern Texas VIRGINIA Washington, D.C. Norfolk Int'l Airport Richmond Roanoke WASHINGTON Seattle WEST VIRGINIA Huntington Tri-State	Hilton Head Island Airport Dallas-Fort Worth International Airport Dallas Love Field Airport Houston Bush Intercontinental Airport Houston Hobby Airport Brownsville/South Padre Island Int'l Airport Harlingen Valley International Airport Washington, D.C. Local Rate Zone Newport News/Williamsburg International A Charlottesville Airport Roanoke Regional Airport Seattle — Downtown Hilton Seattle-Tacoma International Airport	Plano — North Dallas Parkway Houston — Doubletree Galleria Houston — Omni Hotel McAllen-Miller International Airport sirport Richmond International Airport Roanoke — Coulter Dr.



REIMBURSEMENT TRAVEL POLICY

THE COMBINED POWER OF



In an effort to reduce costs while continuing to be an innovative leader, your company has implemented a new travel policy concerning business trips that do not require air travel. Renting vehicles based on roundtrip mileage is the most cost-effective form of business travel and provides you with an individual form of transportation that you can feel safe in.

HOW TO BOOK	Travelers on business are to reserve a midsize vehicle when the trip meets mileage minimums as designated below:			
	TRIP LENGTH	MILEAGE	RECOMMENDATION	
	1 Day	100+ Miles	Reserve rental car	N Click here to calculate
	2 Days	200+ Miles	Reserve rental car	savings with Enterprise.
	3 Days	300+ Miles	Reserve rental car	
	4 Days	400+ Miles	Reserve rental car	
HOW TO ENROLL				
Enroll in Emerald Club, add your number to your travel profile, an free rental days. Emerald Club tr of membership receive one free rental days. Higher tiers earn day			egin earning points towards lers enrolled in the base tier tal day after seven paid	 Click here to enroll in Emerald Club or update your existing profile.
TRAVEL PERKS	 No wear and tear on personal vehicles and increased employee morale and satisfaction. Earn points towards free rental days with Emerald Club for trips that can be used at National. Test out current model year, reliable vehicles with 24/7 roadside assistance included*. To accommodate any transportation need - Enterprise has a variety of makes and models. *No costs associated with maintenance, breakdowns, accidents, etc. unless the vehicle was used in a manner prohibited by the rental agreement. 			
> PICKUP OPTIONS	Delivery and retriev Business hours vary www.enterprise.co	by location. Plea	se review location hours at t	up from Enterprise locations. he time of reservation or visit

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