

# Enterprise Rental Reservations

**Authorized Renters:** Authorization to use the ODU account for renting vehicles is extended to student, faculty, and/or staff that are renting the vehicle for purposes of conducting official University business.

**Reservations:**

- a. Local reservations can be made online or in person at the 912 W. Little Creek Road location.
- b. Non-Local reservation can be made online.
- c. **Online Reservations:** Access the Enterprise Website at [www.enterprise.com](http://www.enterprise.com). Follow the steps starting on Page 2 of this guide.

**Payment Method Options:** ODU PCard or Personal Credit Card. For reservations not arranged through the Little Creek office, the renter name must match the name on the card used for payment.

ODU PCard is only authorized for car rental time and distance fees, airport fees, and allowable cashless tolls only. Cardholders and Approvers are responsible for recovering fuel, additional insurance, parking fees, GPS and any other unauthorized charges.

***Credit card payments must be made in person. Credit cards are not taken as a payment option over the phone or online.***

**Rental Reservations:** Enterprise will pick up the ODU student, faculty and/or staff, and bring them to the local branch to pick up the rental vehicle.

**Rental Returns:** The ODU student, faculty and/or staff can return the rental vehicle to any local branch. ***If returning to the Little Creek location, an Enterprise staff member will bring the ODU student, faculty and/or staff back to campus.***

**After Hour Rental Return:** Vehicles returned after hours (weekends and evenings) can be dropped off at any local branch, using the Enterprise drop box.

**Tolls:** Alert Enterprise staff when reserving or picking up the rental if you know you will go through tolls. This will decrease the administrative fee charged.

**Additional Insurance:** Authorized renters should not accept additional insurance if offered. The daily rate includes all required insurance.

**Fuel:** Vehicles must be refueled by the renter before being returned. Fuel, parking, and other fees are personal business expenses to be paid by the renter and then reimbursed.

## Step-by-Step Guide for Online Reservations Starts on Page 2

**START A RESERVATION:**

1. Enter Norfolk in the Location field.
2. Select the Pick-Up and Return Dates.
3. Enter the Account Number.
4. Click on Check Availability.

**Reserve a Vehicle** or [View / Modify / Cancel Reservation](#)

1 **Pick-up & Return Location (ZIP, City or Airport)\*** \* Required Field

Norfolk, VA, US

Return to a different location [i](#)

2 **Pick-up\*** **Return\*** **Renter Age\***

20 Apr 2023 12:00 PM → 21 Apr 2023 12:00 PM 25+

Corporate Account Number or Promotion Code [i](#) **Vehicle Class** [i](#)

email procurement@odu.edu for account # All Vehicles >

**Browse Vehicles**

**CHOOSE AN ENTERPRISE LOCATION:**

1. Select the 912 W Little Creek Rd location. There are 2 locations on Little Creek, make sure you select the correct Little Creek location.

**Choose A Location**

24 Results: 23508, Norfolk, VA, US [Change](#)

1 **Norfolk Diven & W. Little Creek**

912 W Little Creek Rd  
Norfolk, VA 23505

[Hours & Services](#) **Select**

**CHOOSE A VEHICLE CLASS:** You may need to scroll to find the appropriate vehicle size you need.

1. Click on Select next to the vehicle class

### CHOOSE A VEHICLE CLASS 13 Results

**Filters**

**MILEAGE** Total from

Unlimited Mileage \$37

Limited Mileage --

**VEHICLE TYPE** Total from

Cars \$37

SUVs \$69

Vans \$72

Trucks \$78

**NUMBER OF PASSENGERS** Total from

2+ \$37

4+ \$37

**Economy**

Mitsubishi Mirage or similar

Automatic 4 People 2 Bags

[FEATURES & PRICE DETAILS](#)

**PAY LATER**

**\$33.00**  
per day

**\$36.54**  
Total

[Select](#)

[CUSTOM RATE](#)

**Compact**

Nissan Versa or similar

Automatic 5 People 2 Bags

[FEATURES & PRICE DETAILS](#)

**PAY LATER**

**\$33.00**  
per day

**\$36.54**  
Total

[Select](#)

[CUSTOM RATE](#)

**Midsize**

Toyota Corolla or similar

Automatic 5 People 3 Bags

[FEATURES & PRICE DETAILS](#)

**PAY LATER**

**\$34.75**  
per day

**\$38.47**  
Total

[Select](#)

[CUSTOM RATE](#)

**ADD EXTRAS:**

1. Click Continue to Review.

**REVIEW & RESERVE:**

1. Enter Contact Details and review the Rental Details.

### Review & Reserve

**Rental Details**

**Dates & Times** [EDIT](#)

Wed, May 04, 2022 @ 12:00 PM

Thu, May 05, 2022 @ 12:00 PM

**Pick-Up & Return Location** [EDIT](#)

Norfolk Diven & W. Little Creek

912 W Little Creek Rd

Norfolk, VA 23505

**Additional Details** [EDIT](#)

Renter Age: 25+

Corporate Account Number Or Promotion Code: OLD DOMINION UNIVERSITY - EK1

**Are you a loyalty member?**

Sign in to earn points and speed through the form below. [Sign In](#)

\* Required to complete your reservation

**Contact Details**

First Name \*

Last Name \*

Phone Number \*

+1

2. Confirms the Trip Purpose – If the traveler is traveling on behalf of ODU, select Yes.
3. Billing – Select No. You do not have billing privileges.
4. Additional Details – Enter “PCard”

### **Confirm Trip Purpose**

---

Your account is associated with OLD DOMINION UNIVERSITY - E&I. Are you traveling on behalf of OLD DOMINION UNIVERSITY - E&I for this rental?

- Yes  
 No

### **Billing**

---

I am authorized for billing privileges and am choosing to bill **OLD DOMINION UNIVERSITY - E&I** for this rental.

- Yes  
 No

### **Additional Details**

---

PO#/BUDGET CODE \*

PCard

PO#/BUDGET CODE MUST BE ON ALL DB RENTALS!

5. Select, Reserve Now