



Online Rental Reservations for ESF Research Foundation Employees

Online Rental car reservations are available for Research Foundation employees. This electronic method is quick, easy, efficient and the preferred method of reserving a vehicle for RF business. Outlined below are the steps you will need to follow to secure your reservation on-line.

Click on the link below to be taken to:

Enterprise on-line reservation site: <https://www.enterprise.com/en/home.html>

- Select renting location by entering the zip code for your area you are renting.
- Enter your reservation information
- Enter RF Customer number **RF01300**
- If requested, enter the first three characters of company code to login - **RFS**
- Select the specific Enterprise rental location you wish to pick up your vehicle
- Select vehicle type Intermediate or Standard. Larger vehicles may be rented if need for specific project activities. Business justification is necessary for larger vehicle rentals.
- ESF **does not** reimburse for any additional services such as SiriusXM, GPS Navigation, Fuel Service option* , C02 Offset or Toll pass device**.
- Damage Waiver Insurance **is included**, no additional insurance is required with the RF Contract
- Continue with the reservation information
- Sales tax will be included with the online price, however, this should be removed at the pickup counter when using the RF Travel Card. Additional steps may be required if paying with a personal credit card. **RF does not reimburse for NYS Sales Tax.**
- Rentals can be direct billed through BTI to RF accounts. [BTI Control Request Forms](#) must be submitted to the Travel Office.

Rental Car Additional Information

Any Research Foundation employee and authorized users may rent/operate the vehicles.

The RF Contract allows rentals to drivers 18 years and older.

No additional insurance coverage is necessary when renting through Enterprise. The RF Contract covers all damage occurred while using the vehicle on RF/ESF official business. RF/ESF does not reimburse for any additional insurance purchased with the rental. The insurance coverage included in the RF contracts is available provided the renter does not violate the terms of the contract. Violations include (but not limited to) such items as allowing a non NYS employee drive the vehicle and/or violating traffic laws (i.e. speed, DWI, DUI), etc.

RF/ESF does not reimburse employees for any damage to personal vehicles while on official RF/ESF business.

Vehicles may be picked up a half hour before the location closes the day before your trip if you need to leave before they open the next morning. The rental “day” starts the next morning. Talk to the rep when you’re picking up your vehicle.

Rental “days” begin when you pick up your vehicle, whether it’s 9 am or 3 pm.

You can use your personal EZPass toll device in a rental vehicle of the same vehicle class. (2-axle under 7' – most passenger, minivan and SUVs)

*When you pick up your car, ask about the "prepay" option. This is an option if you know you will use everything in the tank. If you will not use all of what's in the tank, clarify whether you will get charged for all the fuel in the tank at the time of pick-up or if they will estimate what you've used and charge you for that. If the former, do not prepay; if the latter, do prepay.

**Toll pass device rental is only reimbursable when travelling through or to New York City or outside of New York State.

When possible, please try to avoid renting from the airport. There is an additional fee assessed when renting from the airport location.