

Online Rental Reservations for ESF State Employees

Online Rental car reservations are available for ESF employees. This electronic method is quick, easy, efficient and the preferred method of reserving a vehicle for SUNY 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>

- 1) Select renting location
- 2) Enter your reservation information
- 3) Enter ESF Promotional/Account Code **L29B405**
- 4) Select the location you wish to pick up your vehicle
- 5) 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.
- 6) ESF does not reimburse for any additional services such as SiriusXM, GPS Navigation, Fuel Service option, Toll pass device* or CO2 Offset.
- 7) Damage Waiver Insurance is included, no additional insurance is required with the SUNY Contract
- 8) Continue with the reservation information
- 9) Sales tax will be included with the online quote, however, this should be removed at the counter when picking up the rental. ESF does not reimburse for NYS Sales Tax.

National on-line reservation site: https://www.nationalcar.com/en_US/car-rental/home.html

- 1) Select renting location
- 2) Enter your reservation information
- 3) Enter ESF Contract Code **L29B405**
- 4) Select vehicle type Standard or Midsize. Larger vehicles may be rented if need for specific project activities. Business justification is necessary for larger vehicle rentals.
- 5) ESF does not reimburse for any additional services such as SiriusXM, GPS Navigation, Fuel Service option, Toll pass device* or CO2 Offset.
- 6) Damage Waiver Insurance is included, no additional insurance is required with the SUNY Contract
- 6) Continue with the reservation information
- 7) Sales tax will be included with the online quote, however, this should be removed at the counter when picking up the rental. ESF does not reimburse for NYS Sales Tax.

Hertz on-line reservation site: <https://www.hertz.com/rentacar/reservation/>

- 1) Select renting location
- 2) Enter your reservation information
- 3) Enter ESF Contract Code **65909** in the Discount/CDP/Club field
- 4) Select vehicle type Standard or Midsize. Larger vehicles may be rented if need for specific project activities. Business justification is necessary for larger vehicle rentals.
- 5) ESF does not reimburse for any additional services such as SiriusXM, GPS Navigation, Fuel Service option, Toll pass device* or CO2 Offset.
- 6) Damage Waiver Insurance is included, no additional insurance is required with the SUNY Contract
- 6) Continue with the reservation information
- 7) Sales tax will be included with the online quote, however, this should be removed at the counter when picking up the rental. ESF does not reimburse for NYS Sales Tax.

Rental Car Additional Information

- *Toll pass device rental is only reimbursable when travelling through or to New York City or outside of New York State.
- Any state employee and authorized users may rent/operate the vehicles.
- The NYS Contract allows rentals to drivers 18 years and older.
- No additional insurance coverage is necessary when renting through Enterprise, Hertz or National Car Rental. The NYS Contract covers all damage occurred while using the vehicle on ESF official business. ESF does not reimburse for any additional insurance purchased with the rental.
- ***The insurance coverage included in the state 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.
- The NYS Travel card will also provide additional insurance coverage on top of the \$150,000 rental agency coverage.
- NYS/ESF ***does not reimburse*** employees for any damage to personal vehicles while on official ESF business.
- When possible, please try to avoid renting from the airport. There is an additional fee assessed when renting from the airport location.
- You may request reimbursement for parking and/or mileage to/from rental locations.
- We no longer allow direct billing of rental cars through BTI to state accounts. Please call Enterprise, National or Hertz directly with NYS Travel Card or personal credit card.