



URI Car Rental Best Practices

Below are some tips and best practices for renting vehicles for university travel:

- **Know your account number and reserve within URI's booking portal** – Now more than ever it is so important to ensure that you are reserving your rental vehicles through the URI's booking portal, concur. **All business-related rentals** should go through Enterprise locally or National when traveling by plane. All rentals must be linked to the URI corporate account number, **XZ49287**. The program includes negotiated set rates, coverage, waived additional driver fees, and unlimited mileage in most vehicle car classes. You are welcome to utilize **XZ49205** for personal travel. Please use the below link to help expedite your reservation process:
<https://elink.enterprise.com/en/23/11/uri.html>
- **Enroll in Emerald Club** – Please ensure you are properly enrolled in the National Emerald Club loyalty program and that your loyalty number is linked to the URI account number. Link to enrollment is below:
<https://www.nationalcar.com/enroll/XZ49287>
- **Benefits of Emerald Club** – Renting is as simple as 1,2,3!
 - Reserve and Pay for a **Midsized Car**
 - Bypass the Counter
 - Choose any car of your choice and go
- **Rent a car vs. reimbursing your personal vehicle when applicable** – URI strongly encourages you to rent a car if your trip is going to exceed 120 miles in one day.
 - No wear and tear on personal vehicles
 - Current model year, reliable vehicles
 - Fully insured vehicles, no out of pocket deductibles, liability coverage included
 - No costs associated with maintenance, breakdowns, accidents, etc...
 - 24-hour roadside assistance
 - Variety of makes & models to accommodate all transportation needs
- **Book your vehicles as early as possible** - We encourage you to book your rental vehicles **2-3 weeks in advance** to ensure better availability. A best practice would be to reserve your car rentals at the time of booking both air and hotel accommodations.
- **Process cancellations** – There is no cancellation fee, so we encourage you to book a rental even if you are not sure you will need it. If you determine a rental car is not needed, please make sure to cancel the reservation already made.
- **Dedicated Account Manager**