Car Rental Booking Process.

To better assist in this process there are 2 ways to book Car Rental

For Local Rentals:

BY PHONE:
1. Call the local Enterprise Branch (Peach Street), 814-864-6899 and select option #4
2. Book reservation by identifying yourself as an employee of Edinboro University.
3. Provide most accessible contact phone number for renter
4. Request Confirmation be emailed to you

Note: rental pick-up and returns are determined by the renter at the time of the reservation and is the basis of the rental fee. Call the branch if the actual return time will be later than planned.

ONLINE:
On-line rentals will become available pending legal review. A notice will be sent out when operational.

Deliveries and Returns

• When making reservations, be sure that you will be available to meet the Enterprise employee with valid driver’s license upon delivery.
• Return the vehicle at the scheduled time. If you are going to be late, one hour notice by phone to the local branch is required.
• Return the car to the designated space.
• Upon your return from your trip, deposit the keys into the Enterprise drop box located outside of Crawford Hall. Do not leave them inside the vehicle.
• Monday deliveries can be scheduled after 9:00 AM.
• Tuesday-Friday can be scheduled after 8:30AM.

PEACH STREET OFFICE HOURS (814-864-6899, option #4):

Monday-Friday: 7:30AM-6:00PM  
Saturday: 9:00AM-2:00PM  
Sunday: 9:00AM-1:00PM

RECEIPTS:

Receipts can be obtained through www.enterprise.com 24 hours after you rent your car.
Please forward a copy of the receipt to AccountsPayable@edinboro.edu.

Revised 9.8.17
PRIVATE RENTALS:

Edinboro employees can rent a vehicle for private use at the same rates charged to Edinboro.

BY PHONE:
Call the designated Enterprise Branch press 4
Book reservation and provide EU discount number L402682
Provide most accessible contact phone number for renter
Request Confirmation be emailed to you

ONLINE:
Go to www.enterprise.com book car add Corporate number to corporate number (section3).