

BOOKING BUSINESS TRAVEL

Enterprise Travel Direct (etd.ehi.com) allows you to book business travel for yourself, other staff or guests of the college.

IMPORTANT TIPS

Travel must be planned in advance to provide best access to vehicle availability.

Contact Kate Potter, kpotter@bates.edu or 207-761-6169, if you have problems with rental availability.

If there are no cars available, booking the reservation for a longer time will allow traveler to return vehicle at any time.

Return the vehicle refueled to the same level upon picking up the vehicle. Do not prepay for fuel.

Bates Insurance covers only the Business Travel portion of the trip.

Vehicle Class Codes for Business Travel

ECAR – Economy
CCAR – Compact
ICAR – Intermediate
SCAR – Standard
FCAR – Full Size

1 - Journey

To start a new reservation, enter the location of pick up (and drop off if a one-way rental). Select the dates and time the rental is needed. Click on Book a Vehicle.

The screenshot displays the Enterprise Travel Direct interface. At the top, the Enterprise and National logos are visible. The user is logged in as kpotter@bates.edu. The main section is titled "Welcome to Enterprise Travel Direct" and "Daily Rental - New Reservation". The "Start" location is set to "Lewiston, ME, USA" and the "End" location is also "Lewiston, ME, USA". The "Start Date" is "10/09/2025" at "12:00 PM" and the "End Date" is "10/10/2025" at "12:00 PM". A yellow box highlights the date and time selection area. A green "Book a Vehicle" button is located below the date selection. To the right, there is a promotional banner for National with the text "Welcome to Speed, Choice & Control with the Emerald Club." Below the banner, a section titled "My recent logged journeys" shows a table with columns: Rental Type, Start/End Date, Start/End Location, Mid Point(s), Distance In Miles, and Actions. The table currently shows "No results found". A yellow arrow points from the "Book a Vehicle" button to the "My recent logged journeys" section.

enterprise National

kpotter@bates.edu

Welcome to Enterprise Travel Direct

Daily Rental - New Reservation

Start *i* ☒ Return to start location *i*

Lewiston, ME, USA

End *i*

Lewiston, ME, USA

Start Date Time

10/09/2025 12:00 PM

End Date Time

10/10/2025 12:00 PM

Book a Vehicle

National

Welcome to Speed, Choice & Control with the Emerald Club.

enterprise National

My recent logged journeys

Rental Type	Start/End Date	Start/End Location	Mid Point(s)	Distance In Miles	Actions
No results found					

Showing 0 entries

[See all journey details](#)

To Book a Reservation for Guests or Faculty/Staff Without an ETD Account

If their name is not listed, select I'm Booking For Myself and delete your information that is prefilled. Select Continue.

Driver ⓘ

✓ I'M BOOKING FOR MYSELF

I'M BOOKING ON BEHALF OF SOMEONE

Title

Please select a title

First Name *

Please enter first name

First name is required

Last Name *

Please enter last name

Last name is required

Email Address *

Please enter email address

Please enter a valid email address

The fill out their information in the required fields. Select Continue.

Driver ⓘ

✓ I'M BOOKING FOR MYSELF

I'M BOOKING ON BEHALF OF SOMEONE

Title

Please select a title

First Name *

Guest

Last Name *

Bates

Email Address *

guestofbates@bates.edu

3 – Reservation

Verify the rental dates. Select Bates College from the drop-down menu by Account Name.

✓ Journey

✓ Driver Details

3 Reservation

4 Vehicle

5 Review & Book

6 Confirmation

Reservation

Lewiston, ME, USA

Total distance: 0.00 (mi) , Total duration: 0 (mins)

Lewiston, ME, USA

* indicates required fields

Journey Date/Time

Start Date *	10/09/2025		Start Time *	12:00 PM	
End Date *	10/10/2025		End Time *	12:00 PM	

Accounts

Account Name *

BATES COLLEGE

If you will be needing Pick Up Service, use the Notes to Rental Location field to request the service. Follow up with a call to the location for specifics. Select Continue.

Notes to Rental Location

Notes

Please note that maximum characters are 150 for this field

BACK

CONTINUE

4 – Vehicle

Select the vehicle you'd like. Bates will reimburse up to Full Size (FCAR – See Vehicle Class Codes at the end of this document) Select Continue.

Journey

Driver Details

Reservation

4

Vehicle

5

Review & Book

6

Confirmation

Vehicle Selection

Lewiston, ME, USA

Total distance: 0.00 (mi) , Total duration: 0 (mins)

Lewiston, ME, USA

* indicates required fields

Vehicle

 - doors 4 people 2 bags	ECAR MITSUBISHI MIRAGE OR SIMILAR Automatic	 36.06 USD Estimated Rental Total Unlimited distance included SELECT Extras EDIT USD
 - doors 5 people 2 bags	CCAR NISSAN VERSA OR SIMILAR Automatic	 36.06 USD Estimated Rental Total Unlimited distance included SELECT Extras EDIT USD

5 – Review & Book

Review your Reservation and select Confirm Booking, if there are no changes.

✓ Journey

✓ Driver Details

✓ Reservation

✓ Vehicle

5 Review & Book

6 Confirmation

Confirm Your Booking

Driver Details

Driver Name

Guest Bates

Driver Email

guestofbates@bates.edu

Loyalty ID

Account Name

BATES COLLEGE

Last Modified By

Ms Kate Potter

Booking References

Fund-ORG = 0010-xxxx

Branch Details

Branch Address

LEWISTON (1081),780 MAIN ST,LEWISTON,04240-5111

Branch Telephone

Estimated Cost Extras Details

Vehicle Class

ECAR - MITSUBISHI MIRAGE Or Similar 1 Day(s) @ 36.06 USD 36.06 USD

Taxes and Fees

Sales Tax

3.86 USD

VLF REC

2.50 USD

Unlimited distance

Included

Quoted Total Price is an indicative quote for the rental requirements provided and may differ from the final invoiced price

Total Estimated Cost

42.42 USD

Method Of Payment

Bill To Account

Please see your negotiated contract agreement for rental policies.

EDIT RESERVATION

CONFIRM BOOKING

You will receive an email confirmation of the booking. If you are booking for someone else, you and Faculty/Staff/Guest will both receive the email.

Cancel/Edit a Reservation

From the Home Screen, you can see your recent reservations. Select the action you need.

- Arrow – View reservation
- Pencil – Edit
- Circle Arrow – Book the same reservation for someone else
- Red X – Cancel Reservation

financialinvoic@bates.edu

Welcome to Enterprise Travel Direct

Daily Rental - New Reservation

Start

Return to start location

Start location ZIP code or address

End

End location ZIP code or address

Start Date

mm/dd/yyyy

Time

12:00 PM

End Date

mm/dd/yyyy

Time

12:00 PM

Book a Vehicle

Two Great Brands. One Global, Trusted Travel Experience.

enterprise

National

My recent logged journeys

Rental Type	Start/End Date	Start/End Location	Mid Point(s)	Distance In Miles	Actions
Daily Rental	10-09-2025 12:00 PM 10-10-2025 12:00 PM	Lewiston, ME, USA Lewiston, ME, USA		0.00	→ ✎ ↺ ✖

Showing 1 to 1 of 1 entries

[See all journey details](#)