#### **BOOKING BUSINESS TRAVEL**

Enterprise Travel Direct (<u>etd.ehi.com</u>) 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

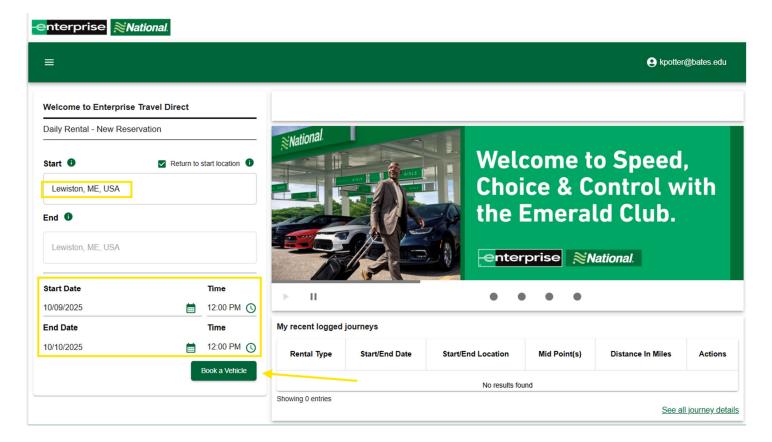
ICAR - Intermediate

SCAR - Standard

FCAR - Full Size

## 1 - Journey

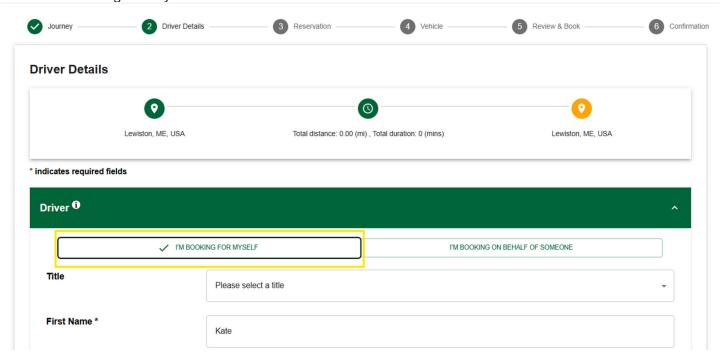
To start a new reservation, enter the location of pick up (and drop off if a one-way rental). Select the dates and time the rental is needed. Click on Book a Vehicle.



### 2 - Driver Details

### To Book a Reservation for Yourself

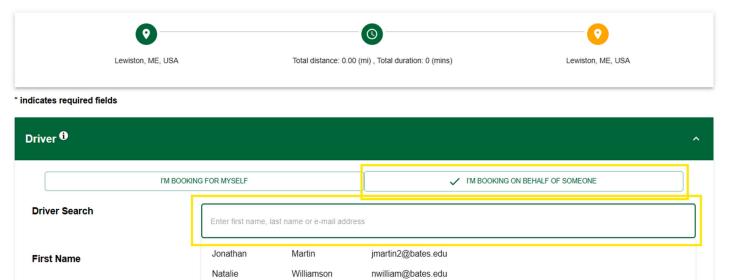
Select I'm Booking For Myself and select Continue.



# To Book a Reservation for Faculty/Staff with an ETD Account

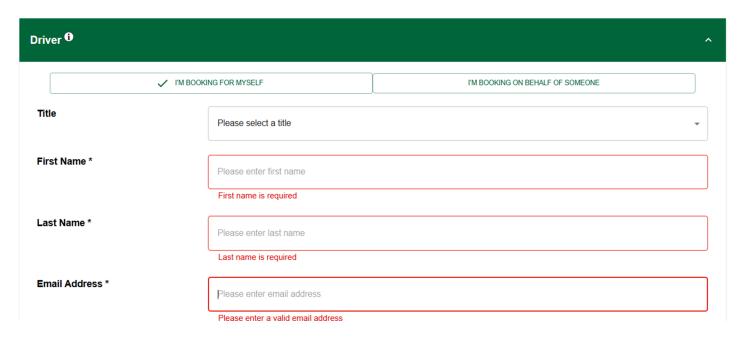
Select I'm Booking On Behalf Of Someone. Type their name into the Driver Search box and select their name. Select Continue.

## **Driver 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.

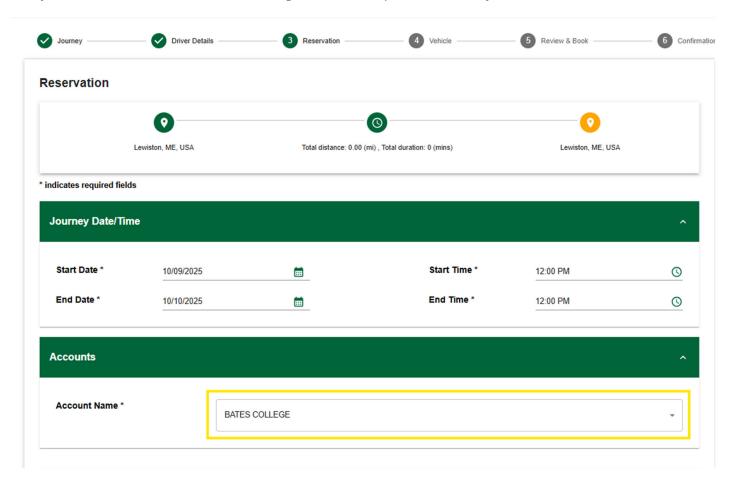


The fill out their information in the required fields. Select Continue.

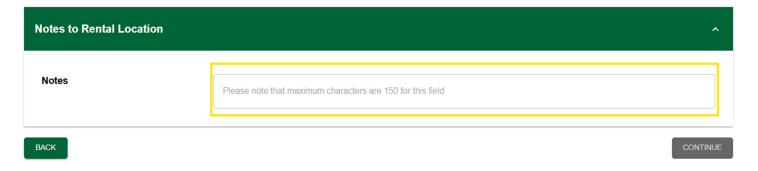


### 3 - Reservation

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

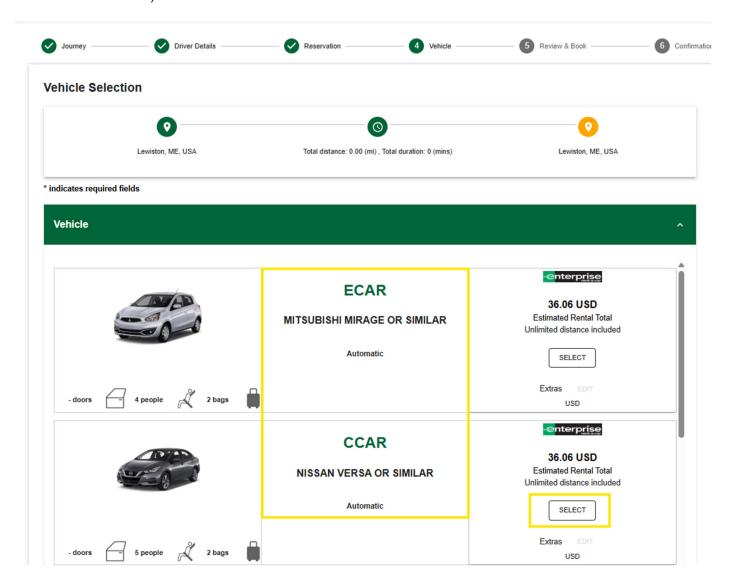


If you will be needing Pick Up Service, use the Notes to Rental Location field to request the service. Follow up with a call to the location for specifics. Select Continue.



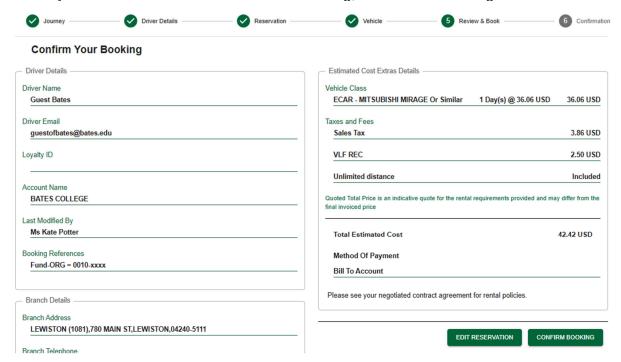
### 4 - Vehicle

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.



#### 5 - Review & Book

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



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

