

Bates College - Car Rental Program

We have a contract with Enterprise and National Car Rental that offers Bates employees preferred rates.

The Emerald Club is a rewards program that includes access to the "Aisle" program with National Car Rental - whereby you can bypass the counter and choose any car in the "Aisle" in over 50 major city airports in the US and Canada.

The following are instructions to enroll/access the rewards program for personal use (personal credit card) and the EHI Direct booking tool for business use (direct-bill).

1. Please take the time to enroll in their premium membership/reward program: [Emerald Club](#)

Bates account: XZ10115

- Enrollment should take less than 5 minutes and will link the Bates program benefits to your membership automatically.

Membership can be used at both Enterprise Rent A Car and National Car locations for business and personal travel.

- **Reward:** From within your profile you can elect Free Rentals Days or Frequent Flier miles
- You will be asked to add a credit card. You may enter multiple credit cards, but please know that the first card entered will be the default card charged. This can be overridden at the counter (either pickup or drop-off).

If you have a Bates travel card, please use that card as the primary billing card. If you currently use your personal card for Bates travel plans and then request reimbursement, please continue to do so if you choose. Otherwise, you may request a Bates travel card. Access to the application can be found here: <http://www.bates.edu/accounting/accounts-payable-2/employee-charge-card-application-2/> (Bates travel cards are limited to those travelers who travel frequently - as we are limited to the number of travel cards we can have with JP Morgan). If you are not a frequent traveler, and need alternative arrangements, please contact Sue Dionne.

2. Contact Monica to be set up as a user to access the direct-bill booking tool. You will then receive an email from [EHIDIRECT](#) with your log-in credentials.

DIRECT-BILLING: Please be sure to LINK your Emerald Club account to EHI Direct. *(Emerald Club is where you will enter the credit card information.)*

- You simply log in and in your EHI DIRECT profile add your Emerald Club number (for Enterprise and National) as well as any hotel and airline partnerships
- The system will remember your preferences automatically, saving you time and hassle.
- EHI DIRECT can be setup to send you notifications if flights are delayed or cancelled.
- Using this new site can give you more control over travel while still rewarding you for it.
- From EHI DIRECT you can book [Flights](#), [Hotel](#) and [Car Rental](#) while using your own preferred membership accounts and it will send you one itinerary for all booked travel.
- From within your profile you can set up Delegate access for someone who books travel for you.

Bates