

Enterprise Rental Reservations

Authorized Renters: Authorization to use the ODU account for renting vehicles is extended to student, faculty, and/or staff that are renting the vehicle for purposes of conducting official University business.

Reservations:

- a. Local reservations can be made online or in person at the 912 W. Little Creek Road location.
- b. Non-Local reservation can be made online.
- c.

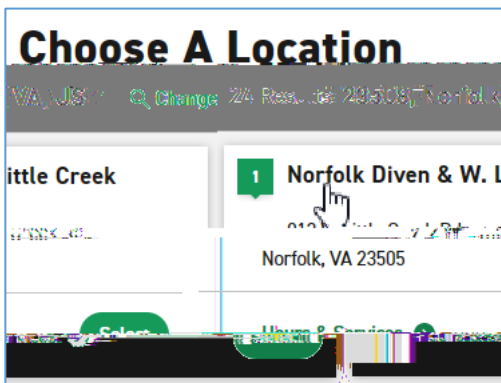
START A RESERVATION:

1. Enter Norfolk in the Location field.
2. Select the Pick-Up and Return Dates.
3. Enter the Account Number.
4. Click on Check Availability.



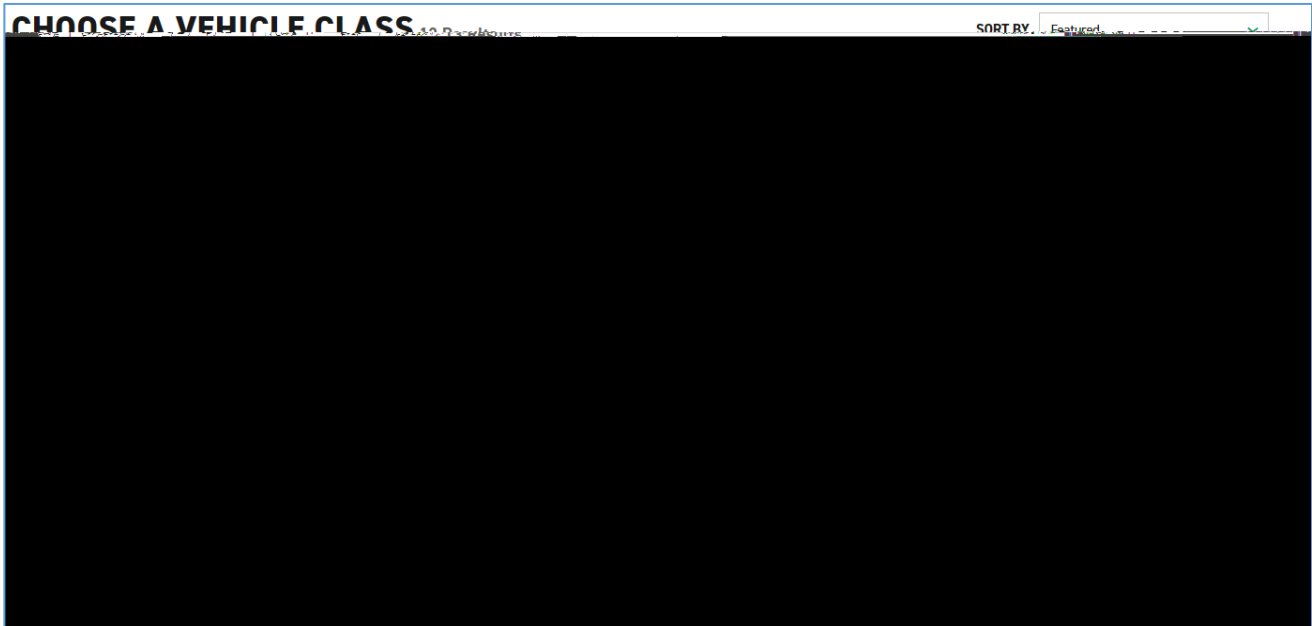
CHOOSE AN ENTERPRISE LOCATION:

1. Select the 912 W Little Creek Rd location. There are 2 locations on Little Creek, make sure you select the correct Little Creek location.



CHOOSE A VEHICLE CLASS: You may need to scroll to find the appropriate vehicle size you need.

1. Click on Select next to the vehicle class

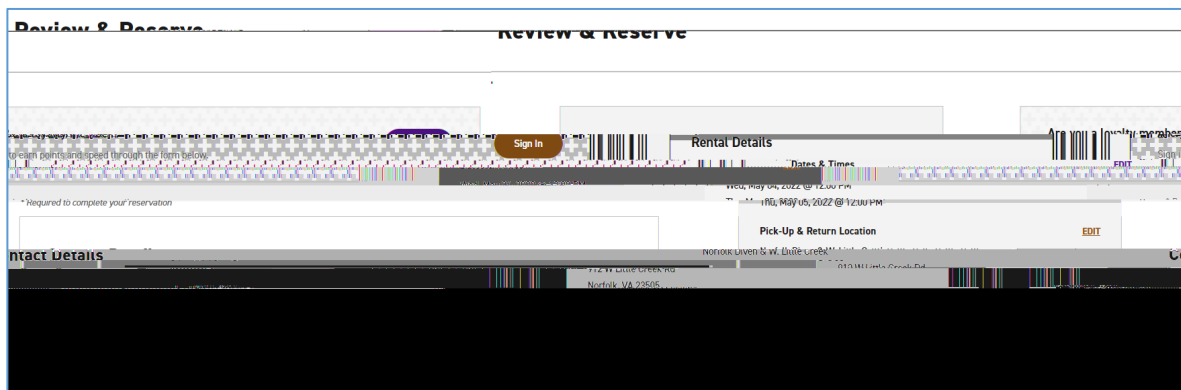


ADD EXTRAS:

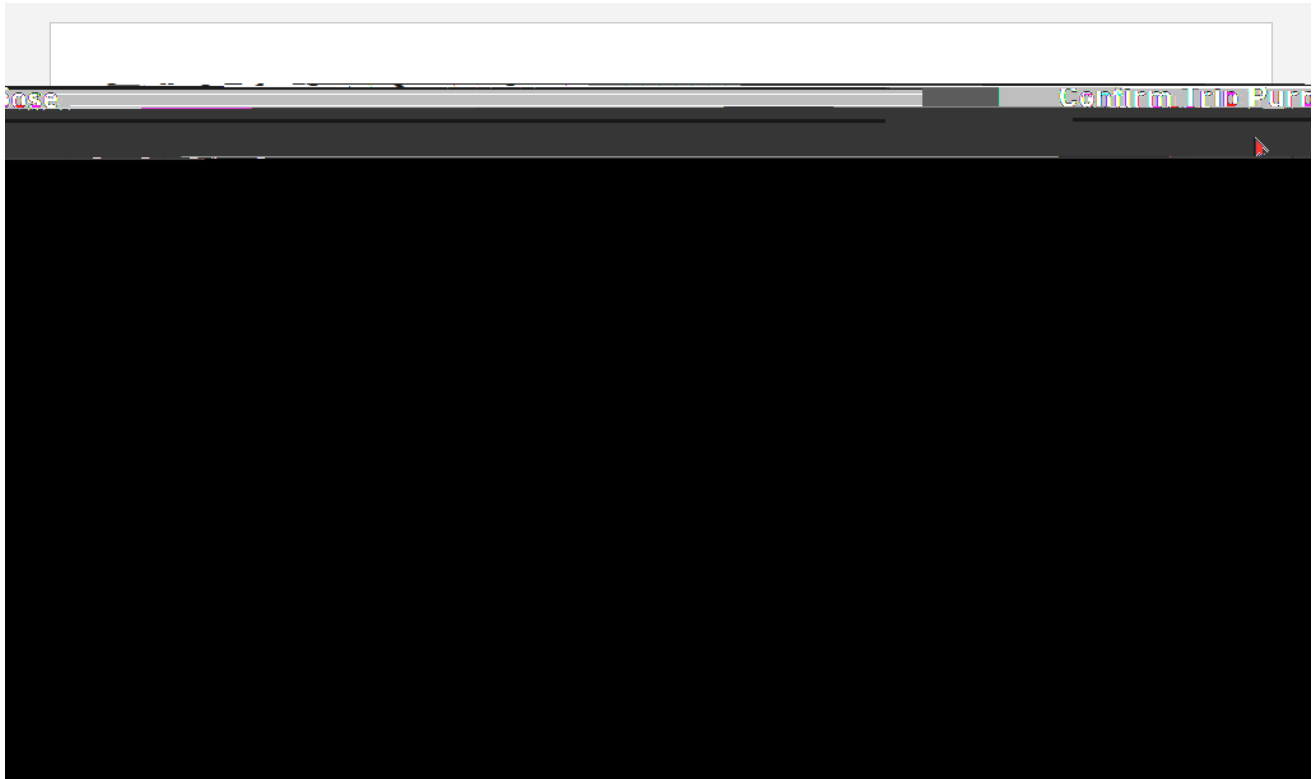
1. Click Continue to Review.

REVIEW & RESERVE:

1. Enter Contact Details and review the Rental Details.



2. Confirms the Trip Purpose – If the traveler is traveling on behalf of ODU, select Yes.
3. Billing – Select No. You do not have billing privileges.



4. Select, Reserve Now