

Motor Pool and Vehicle Rentals (Charged to T-Card)

NSU Motor Pool

Contact 357-5296 for use of Motor Pool's available vehicles. During use of these vehicles, the State's Fueltrac Fuel Card is to be used for gas purchases (only regular unleaded gasoline should be used).

Traveler is required to contact Motor Pool to check availability before using a state contracted rental.

Vehicle Rentals (Charged to T-Card)

Please contact Business Affairs/Travel for the corporate account # / State Contract code

The State has a contract for all in-state vehicle rentals through Enterprise, Hertz, and National, which use is mandatory. The State also has a contract for all out-of-state rental vehicles which use is mandatory. Travelers shall use Enterprise, Hertz, or National for business travel, for rentals originating outside of the State of Louisiana.

Enterprise – Natchitoches Car Rental information:

<https://www.enterprise.com/en/car-rental/locations/us/la/natchitoches-510h.html>

5880 Hwy 1 Bypass

Natchitoches, LA, US, 71457

(318) 352-5400

Eplus: <https://www.enterprise.com/en/enroll.html> (All Cardholders should enroll with EPlus)

Hertz

<https://www.hertz.com/rentacar/reservation/?id=66162&LinkType=HZLK>

National

<https://www.nationalcar.com/en/reserve.html#/start>

Vehicle Rental Size – Only the cost of a compact or intermediate model is reimbursable, unless:

1. Non-availability is documented; (in this case, an upgrade is allowed at the same contract price)
2. The vehicle will be used to transport more than two persons.

If an increased vehicle rental size is necessary, attach your ***Vehicle Rental*** form to your ***Travel Expense Account*** form. This **must be completed prior** to your reservation. If prior approval is not given, cardholder will be responsible for reimbursing the T-Card Account the difference.

Reservations should be made a minimum of 3 days in advance.