

Middlebury College

Best Practices for Monterey (MIIS) Travel - **AUTO RENTALS**

Middlebury is a member of the Educational & Institutional Cooperative, a nationwide buying cooperative for secondary and higher education institutions.

As part of the membership the College has access to E&I contracts with **Enterprise Auto Rental** offering very competitive rates to Middlebury faculty and staff traveling on College business.

These contracts are directly accessible over the internet to Middlebury College faculty and staff - there are two contracts: an E&I *Flat Rate* and an *8% Off Best Rate*.

- 1.) Log onto the Enterprise Rental site @ enterprise.com
- 2.) Select the City / Airport where you want to initiate your rental in Bloc 1.
- 3.) Select the day or days of your proposed rental in Bloc 2.
- 4.) Initiate a price quote by entering a contract code in Bloc 3 and clicking the “search” button. [the flat rate contract codes is **NA24E5A**; the 8% Off Best Rate code is **NA24E9A**]
- 5.) The “Corporate Account Sign In” screen will appear – enter “**EIC**” and click the “sign in” button.
- 6.) The price quote will appear on the screen.
- 7.) While the flat rate contract will usually give the lowest rental price, it is recommended that a traveler obtain quotes for **both** contracts before continuing onward on the website to finalize a reservation.

NOTE: The E&I contracts have been negotiated to be very competitive; however, it is possible that at any given point in time, other competitors (AVIS, Hertz) may offer lower cost special rates for given cities / airports.

While travelers can be assured that E&I – Enterprise rates are highly competitive, they are encouraged to book with other rental firms if they are aware of a lower rate.

Travelers with Middlebury College Purchasing VISA cards should use that mechanism for charging their rental; otherwise, travelers should use a personal credit card and seek reimbursement via the College's travel voucher process.