

Rental Car Reservations

Enterprise and Hertz Rental Car companies are the **mandatory**, contracted statewide rental car vendors for in-state travel. Hertz is the **mandatory**, contracted vendor for all airport locations (including Hartsfield-Jackson), out-of-state rentals and international locations. In-state/Out-of-state rentals booked through Concur will be billed directly to KSU.

- » Login to Concur Solutions.
- » Select Travel at the top of the page.
- » Click on the Rental Car tab in the Trip Search section.
- » Enter the Pick-up date and Drop-off date.
- » Complete the Pick-up Location information.
- » Click More Search Options. From the drop-down menu, select the preferred Car Type.
 - Compact, Intermediate or Full-size cars are allowable for individual travelers.
 - Mini-vans are allowable for three or more travelers.
- » Select the preferred rental car from the search results by clicking the blue button indicating total cost.
- » Confirm the information on the Review and Reserve Car Information page.
- » Select Reserve Car and Continue.
- » Click Next.
- » Click Confirm Booking.
- » Rental Car Reservations can also be made by contacting Travel Inc. at 770-291-5190.