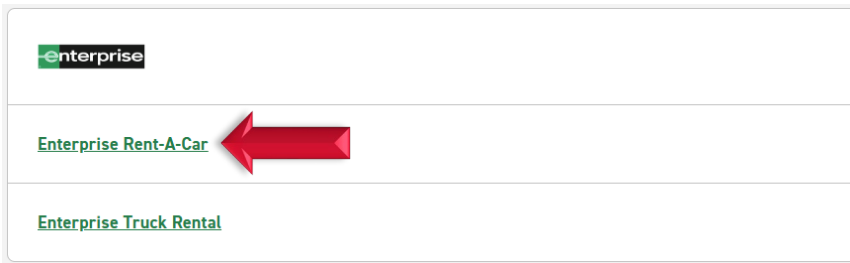
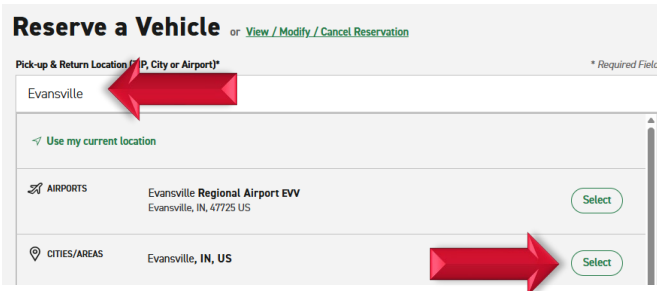


Making Enterprise Rental Vehicle Reservations Using an Enterprise Billing Account (EBA)

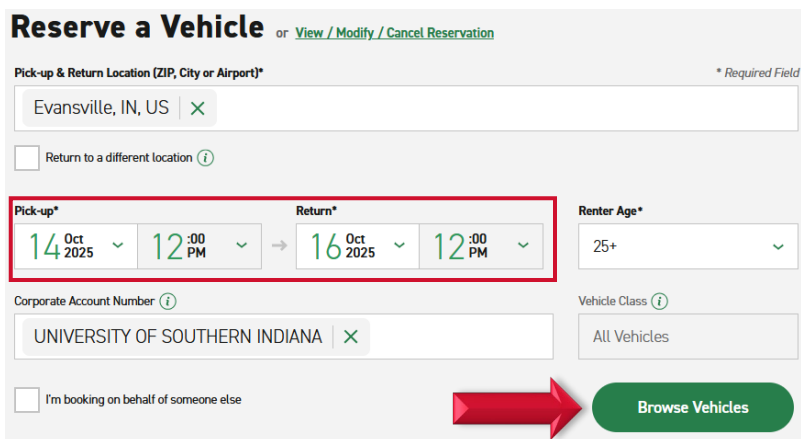
- Go to the [Travel Procurement](#) webpage.
- Click the Vehicle Rentals icon and use your USI credentials to log in.
- Click the Vehicle Res Portal icon.
- Click the Enterprise Rent-A-Car link.



- Enter the pick-up city in the Pick-Up & Return Location box. Click the Select button next to the City/State in the drop-down menu.



- Enter the Pick-Up Date/Time and the Return Date/Time
Important: Leave the Renter's Age box as 25+. Do **NOT** change it. Click Browse Vehicles.

A screenshot of the 'Reserve a Vehicle' form. The 'Pick-up & Return Location (ZIP, City or Airport)*' field contains 'Evansville, IN, US'. Below this, there is a checkbox for 'Return to a different location'. The 'Pick-up*' and 'Return*' fields are highlighted with a red box. The 'Pick-up*' field shows '14 Oct 2025' and '12:00 PM'. The 'Return*' field shows '16 Oct 2025' and '12:00 PM'. The 'Renter Age*' field is set to '25+'. Below these fields, there is a 'Corporate Account Number' field containing 'UNIVERSITY OF SOUTHERN INDIANA' and a 'Vehicle Class' dropdown set to 'All Vehicles'. At the bottom, there is a checkbox for 'I'm booking on behalf of someone else' and a green 'Browse Vehicles' button. A red arrow points to the 'Browse Vehicles' button.

- Click Select next to the Enterprise location you plan to use (be mindful of the location's hours).

Choose a Location

7 Results: **Evansville, IN, US**

Change Location

Filter

Open during my times Locations with availability

1 Downtown Evansville
300 N Fulton Ave
Evansville, IN 47710

Hours & Location Details ▶ Select

2 Evansville Division St.
5220 Division St
Evansville, IN 47715

Hours & Location Details ▶ Select

- Click Select for the preferred vehicle class.

Choose a Vehicle Class 44 Results

SORT BY Featured

Pay in \$ Pay in Points

Filters

MILEAGE Total from

Unlimited Mileage \$90

Limited Mileage -

VEHICLE TYPE Total from

Cars \$90

SUVs \$157

Trucks \$177

Vans \$203

FUEL TYPE Total from

Gasoline Vehicle \$90

Economy
Mitsubishi Mirage or similar

Automatic 4 People 2 Bags

PAY LATER

\$40⁰⁰
Per Day

\$89³¹
Total

Select

Custom Rate

Features & Price Details

Compact
Nissan Versa or similar

Automatic 5 People 2 Bags

PAY LATER

\$40⁰⁰
Per Day

\$89³¹
Total

Select

Custom Rate

Features & Price Details

Midsize
Toyota Corolla or similar

Automatic 5 People 3 Bags

PAY LATER

\$40⁰⁰
Per Day


\$89³¹
Total



Select

Custom Rate

Features & Price Details

- Click Continue to Review, on the Add Optional Extras page.


Add Optional Extras  [Continue to Review](#)

 → 


You're eligible to upgrade!
Upgrade now to Standard for only \$ 5,75 more. (\$ 95.06 total)


Midsized (Current Selection) Standard (Volkswagen Jetta or similar) [Upgrade](#)

Extras included in your reservation (at no additional cost): **Damage Waiver**

Optional Protection Products 

Damage Waiver

 Protect your wallet and let us protect the car with this optional coverage! Please review your personal auto insurance policy or credit card for coverage of rental car damage when considering this option! [Included](#)

[Details](#) 

- Review the Rental Details and Vehicle Details sections for accuracy.

Review & Reserve

Rental Details

Dates & Times [Edit](#)

Tue, Oct 14, 2025 @ 12:00 PM
Thu, Oct 16, 2025 @ 12:00 PM



Pick-up & Return Location [Edit](#)

Downtown Evansville
300 N Fulton Ave
Evansville, IN 47710

Additional Details [Edit](#)

Renter Age: 25+
Corporate Account Number or Promotional Code: UNIVERSITY OF SOUTHERN INDIANA

Vehicle Details

Midsized
Toyota Corolla or similar 
 Automatic

Are you a loyalty member?


Sign in to earn points and speed through the form below. [Sign In](#)

* Required to complete your reservation

Contact Details

First Name* **Last Name***

Phone Number*

 +1

Email Address*

Would you like to receive SMS notifications about this reservation from Enterprise?

Yes, I would like to receive text messages about my reservation to the phone number on this reservation

No

- Enter the renter's information in the Contact Details section.
 Enter the renter's cell phone number.
 Enter the renter's USI email address.
 Click No for → Would you like to receive SMS notifications about this reservation from Enterprise?
 Uncheck the box → Sign up for Enterprise Email Specials.

Rental Details

Dates & Times Edit
 Tue, Oct 14, 2025 @ 12:00 PM
 Thu, Oct 16, 2025 @ 12:00 PM

Pick-up & Return Location Edit
 Downtown Evansville
 300 N Fulton Ave
 Evansville, IN 47710

Additional Details Edit
 Renter Age: 25+
 Corporate Account Number or Promotional Code: UNIVERSITY OF SOUTHERN INDIANA

Vehicle Details

Midsized
 Toyota Corolla or similar
 Automatic

Upgrade
 ⚡ It's not too late! You can still upgrade to Standard for only \$5.75* more. (\$95.06 total)

Vehicle Edit
 Time & Distance 2 Day(s) @ \$40.00 / Day \$80.00*
 Unlimited Mileage Included

Extras Edit
 9 Additional Drivers 1 Day(s) @ \$ 0.00 / Day Included

Are you a loyalty member? Sign In
 Sign in to earn points and speed through the form below.

** Required to complete your reservation*

Contact Details

First Name* **Last Name***

Phone Number*
 +1

Email Address*

Would you like to receive SMS notifications about this reservation from Enterprise?

Yes, I would like to receive text messages about my reservation to the phone number on this reservation

No

By selecting "Yes" above, message and data rates may apply. Message frequency varies and depends on the activity of your reservation. You can opt out by responding STOP at any time. For more information, please review our [Privacy Policy](#) and [SMS Terms](#). If you choose not to receive text messages, we will give you a courtesy reminder call 1-2 days prior to your reservation.

Sign up for Enterprise Email Specials

By selecting this box, you would like to receive email promotions and offers from Enterprise Rent-A-Car (as well as affiliated entities). You also agree that we can use your information and interactions with emails to perform analytics and produce content and ads tailored to your interests. You may see these tailored advertisements and offers on non-Enterprise sites, including on social media and digital advertising platforms. Please understand that there is no charge and that you can unsubscribe at any time by (i) using the links provided in the emails, (ii) managing your preferences in your Enterprise Plus profile or (iii) contacting us. Please consult our [Privacy Policy](#) and our [Cookie Policy](#) to find out more.

- Click Yes, to Confirm Trip Purpose is related to approved USI business.

Confirm Trip Purpose

Your account is associated with UNIVERSITY OF SOUTHERN INDIANA. By checking yes, you acknowledge that you are traveling on behalf of UNIVERSITY OF SOUTHERN INDIANA for this rental.

Yes, I acknowledge I am traveling on behalf of UNIVERSITY OF SOUTHERN INDIANA

No, I need to [restart my reservation](#) without this account number.

- Click Yes, in the Billing section, and enter the department's **Enterprise Billing Number** in the designated box.

Tip: Email Travel.USI@usi.edu with questions about Enterprise Billing Numbers.

Important: Do **not** share the Enterprise Billing Number with others.

Billing

I am authorized for billing privileges and am choosing to bill UNIVERSITY OF SOUTHERN INDIANA for this rental.

Yes

Please provide a billing number.

Enter Billing Number

No

- Enter your department name in the Additional Details section.

Additional Details

USI Department *

- Click No, I'll provide my information at the counter, in the Save Time at the Counter section

Save Time at the Counter

Provide more rental details and spend less time at the counter.

- You won't be charged right now
- You can cancel at any time
- It should only take a couple of minutes

Would you like to save time at the counter?

Yes, I'd like to save time


No, I'll provide my information at the counter


- Scroll down and Click Reserve Now in the Complete Your Booking section.

Complete Your Booking

\$89.31 will be billed to UNIVERSITY OF SOUTHERN INDIANA.

*Rates, taxes and fees do not reflect rates, taxes and fees applicable to non-included optional coverages or extras added later.

 [Reserve Now](#)

By clicking Reserve Now I agree to these [Terms of Use](#) . All reservations subject to availability and standard eligibility requirements.

- The Reservation Confirmed page will appear, and a confirmation will be sent to the email address entered earlier.