

Reserving a car with enterprise

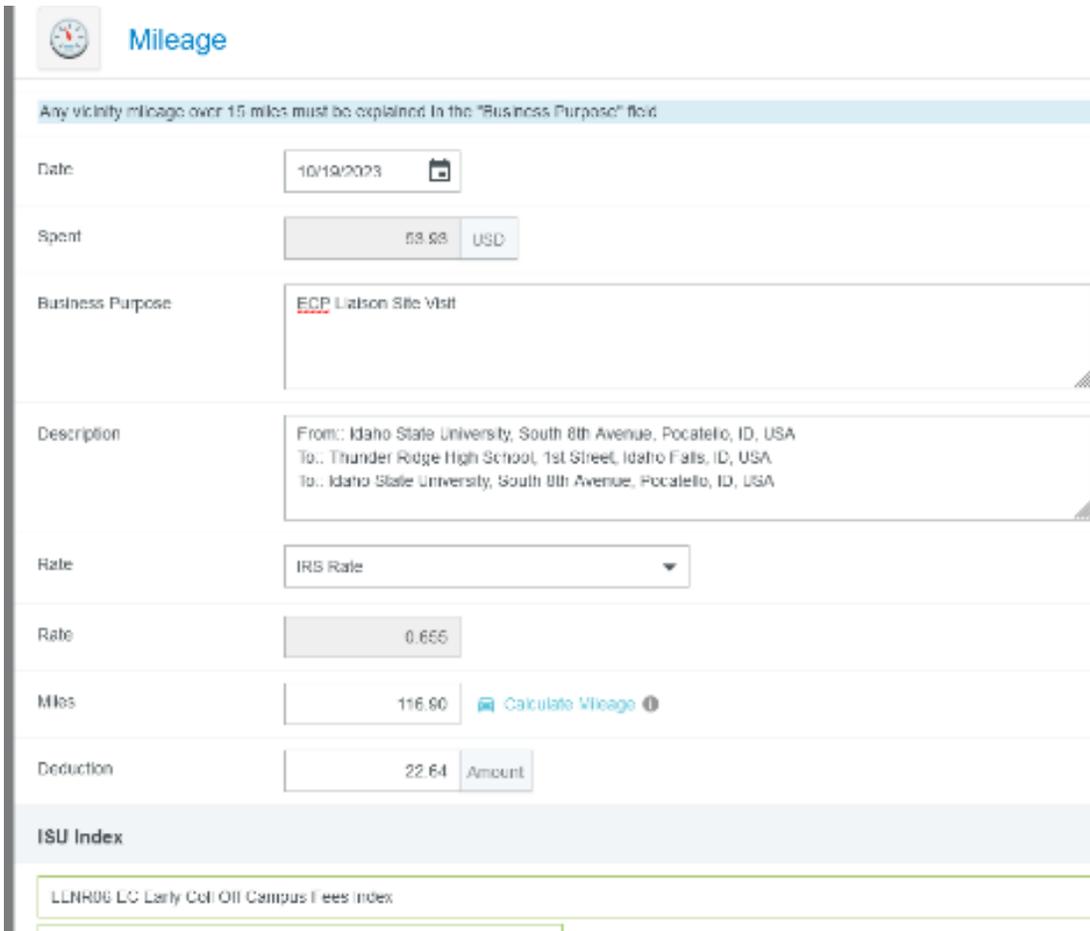
You can reserve your rental car on the ISU transportation services Enterprise Partnership webpage: <https://www.isu.edu/transportation> The pickup location must be in Pocatello. If you need to leave before they open at 8:00 am, you will need to pick the car up the evening before. It is best to make sure the car has a full tank of gas, that way it is easier to return it with a full tank of gas. Please contact Suzanne Peck at ext. 3904 for billing information.

Travel Authorization and Reimbursement

Be sure to fill out a travel authorization prior to your visits and a reimbursement after your visit. If you please to make several visits during a month or semester, you can do a blanket travel authorization.

Travel Reimbursement for taking you own vehicle

When taking your you own vehicle, you will be reimbursed the cost of using an Enterprise rental car plus gas or mileage (whichever is the lowest cost) as outlined in our travel policy. In order to be reimbursed for the correct amount, you will enter the mileage of your trip. If the mileage amount is higher than the rental car amount, you will deduct the difference. Please see Chrome River example listed below.



The screenshot shows a "Mileage" form with the following fields and values:

- Date:** 10/19/2023
- Spent:** 58.88 USD
- Business Purpose:** ECP Liaison Site Visit
- Description:** From: Idaho State University, South 8th Avenue, Pocatello, ID, USA
To: Thunder Ridge High School, 1st Street, Idaho Falls, ID, USA
To: Idaho State University, South 8th Avenue, Pocatello, ID, USA
- Rate:** IRS Rate
- Rate:** 0.655
- Miles:** 116.80 (with a "Calculate Mileage" button)
- Deduction:** 22.64 Amount

Below the form is an "ISU Index" section with a table:

ISU Index
LLNR06 LC Early Coll Off Campus Fees Index