Enterprise Rental Reservations

Local reservations can be made online using the ODU account number or by phone with the 912 W. Little Creek Road location at 757-489-2006.

Non-Local reservation can be made online using the ODU account number.

Enterprise Website: www.enterprise.com

ODU Account Number: XZ21270

Order or Payment Method Options: PCard, PA01 Form or eVA Purchase Order. For reservations not arranged through the Little Creek office, the renter name must match the name on the card used for payment.

Pick Up and Drop Off: Enterprise will drop off cars in Lot 47. Cars must be returned to Lot 47 designated spaces to avoid ticketing. (Lot is at the corner of Killiam Avenue and 46th.)

Tolls: Alert Enterprise staff when reserving or picking up the rental if you know you will go through tolls. (This will decrease the administrative fee charged.)

Additional Insurance: Renters should not accept additional insurance if offered. The new daily rate includes all required insurance.

Reminders:

- Vehicles must be refueled by renter before being returned.
- Fuel, parking and other fees are personal business expenses to be paid by renter and then reimbursed.
- The PCard is only authorized for car rental time and distance fees, airport fees, and allowable cashless tolls only.
- Cardholders and Approvers are responsible for recovering fuel, additional insurance, parking fees, GPS and any other unauthorized charges.

Step-by-Step Guide Starting on Page 2
START A RESERVATION:
1. Enter Norfolk in the Location field.
2. Select the Pick-Up and Return Dates.
3. Enter the Account Number.
4. Click on Continue.

CHOOSE AN ENTERPRISE LOCATION:
1. Select #3 the Little Creek location. There are 2 locations on Little Creek, make sure you select 912 W Little Creek Rd.
**CHOOSE A VEHICLE CLASS:** You may need to scroll to find the appropriate vehicle size you need.

1. Click on Select.

![Vehicle Class Selection](image)

**ADD EXTRAS:**

1. Click Continue to Review.

![Add Extras](image)
REVIEW & RESERVE:

1. Enter Contact Details
2. Confirms the Trip Purpose – If the traveler is traveling on behalf of ODU, select Yes.
3. Billing – Select No, you do not have billing privileges.
4. Additional Details – Enter PCard, PA01 form Tracking Number or eVA PO Number.
5. Select, Reserve Now