Travel Management System (TMS)

Policy Note: Enterprise and Hertz Rental Car companies are mandatory statewide rental car contract vendors.

Note: IN-STATE/OUT-OF-STATE rentals booked through TMS will be billed directly to KSU. HERTZ IS THE MANDATORY state contract vendor for all AIRPORT locations, both in-state and out-of-state facilities. Enterprise and Hertz Car Rental are the contracted vendors for in-state, non-airport locations.

1. If you specified that you need a car on the Flight tab, you will see car results for the car search.

2. Select the appropriate rental car from the car matrix, and then click Select.

OR

1. If you are only booking a car, click the Car tab under the Trip Search section of your My Concur page.
2. Complete the Pick-up date and the Drop-off Date.
3. Complete the Pick-up Location information.
4. Click Search.
5. Select the appropriate rental car from the matrix and then click Select.
6. Review and Reserve Car Information
7. Select Reserve Car and Continue