



Travel Management System (TMS)

JOB AID # 4.03

Date: 10/19/2012

Job Aid Description: Rental Car Reservations

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**