



## RENTAL CARS FOR TRAVEL

**E**nterprise Car Rentals are available to SLOCOE staff for supervisor-approved travel to meetings and conferences. Negotiated rates through Enterprise may provide cost savings over private car use in some cases, and saves wear-and-tear on employee vehicles.

To Reserve a Car:

- Contact an Enterprise office by phone or log onto [www.enterprise.com](http://www.enterprise.com). Some local Enterprise offices:
 

2989 Broad St., SLO	546-6270
12318 Los Osos Valley Rd., SLO	545-9111
SLO Airport	595-5455
633 Spring St., Paso Robles	239-0628
502 W. Grand Ave. #A, Grover Beach	489-6161
Santa Maria Airport	352-1016
- Most Enterprise locations are open 8:00 am—6:00 pm on weekdays and 8:00 am—noon on Saturdays.
- When reserving a car, always provide the corporate account: **#DB30S62**, and remind the rental agent that the account provides for direct billing to SLOCOE. A purchase order number may also be provided.
- Remember to plan ahead for parking of your personal vehicle. Not all Enterprise locations provide long-term parking. Pick-up service from SLOCOE, or from your home, is available with Enterprise.
- Rental car receipts should be submitted to Accounts Payable upon your return, with the purchase order and account line noted, and backup meeting flyer or agenda provided.
- Gas receipts for refueling of rental cars should be submitted with the Enterprise rental receipt and a meeting flyer/agenda as backup. Gas may be purchased using a SLOCOE charge card (checked out from Purchasing, x218) or a Cal-card.
- Please note: gas purchases are approved expenses only when made for a rental car or SLOCOE-owned vehicle. Personal vehicle use is reimbursable on a [Mileage Reimbursement Claim](#) or [Conference Claim](#) form at the current IRS-approved mileage reimbursement rate that takes into account average fuel costs.



The first ever speeding ticket was handed out in 1895, fining a man for doing 6 mph.

- Funny Facts

Got questions?  
Have you spotted  
an error or glitch?  
Call 782-7211.