Checking out a Rental Car with an Enterprise Direct Bill Account in Egencia

An arranger can log into Egencia and book a rental car for a Sponsored Guest/Visitor using a Direct Bill Account as the form of payment. On the checkout screen there is a “Direct Bill” option. Below are screenshots for additional guidance.

Step 1: Log in to Egencia with your SLAC username and password.

Step 2: Search for Car Rentals
   a. Click “Cars”
   b. Select your Guest Account as the traveler and enter your search.
   c. Click on the “Search Cars” button.
Step 3: Selecting the Car
a. Limit your filters to “Enterprise” and “Company Negotiated.”

b. Select the car and click “Reserve.”

Step 4: Review the reservation and click the “Continue” button.
Step 5: Finalize the Reservation

a. Enter your Department’s Guest name.

b. Select the “Use direct bill for payment” checkbox and enter your Department’s Direct Bill Number.