

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

## How To: Check Out a Rental Car with A Direct Bill Account

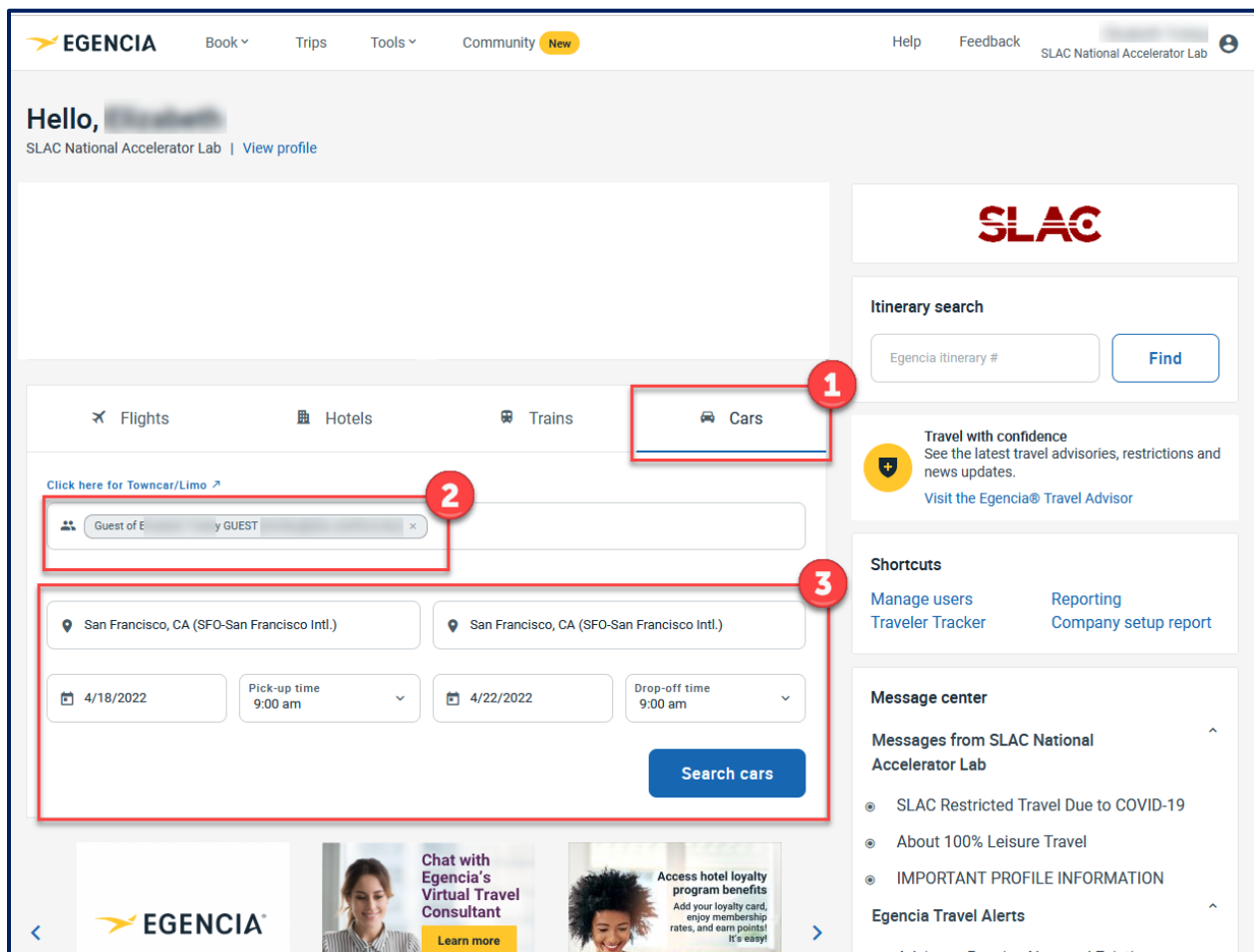
An arranger can log into Egencia and book a rental car for a Sponsored Guest/Visitor using a Direct Bill Account as the form of payment. On the checkout screen there is a **“Direct Bill”** option. Below are screenshots for additional guidance.

### Step 1

[Log in to Egencia](#) with your SLAC username and password.

Click **“Cars,”** select your Guest Account as the traveler and enter your search

Click on the **“Search cars button”**



The screenshot shows the Egencia website interface for a user logged in as 'SLAC National Accelerator Lab'. The navigation bar includes 'EGENCIA', 'Book', 'Trips', 'Tools', 'Community', 'Help', and 'Feedback'. The main content area features a 'Hello, [User Name]' greeting and a 'View profile' link. A 'SLAC' logo is prominently displayed. Below the logo, there is an 'Itinerary search' section with a text input field for 'Egencia itinerary #' and a 'Find' button. A 'Travel with confidence' section provides travel advisories and a link to the 'Egencia® Travel Advisor'. A 'Shortcuts' section includes links for 'Manage users', 'Reporting', 'Traveler Tracker', and 'Company setup report'. A 'Message center' section displays messages from 'SLAC National Accelerator Lab', including 'SLAC Restricted Travel Due to COVID-19', 'About 100% Leisure Travel', and 'IMPORTANT PROFILE INFORMATION'. The bottom of the page features a 'Chat with Egencia's Virtual Travel Consultant' button and a 'Learn more' link. The car rental search process is highlighted with red boxes and numbers: 1 points to the 'Cars' tab in the navigation bar, 2 points to the 'Guest of Enterprise GUEST' dropdown menu, and 3 points to the search criteria fields, including the origin and destination (San Francisco, CA (SFO-San Francisco Intl.)), the start date (4/18/2022), the pick-up time (9:00 am), the end date (4/22/2022), and the drop-off time (9:00 am). A 'Search cars' button is located at the bottom right of the search criteria section.

## Step 2

### Limit your filter to Enterprise



**Car class** ^

- Economy \$226
- Compact \$226
- Intermediate \$226
- Standard \$252
- Full-size \$253
- Special \$287
- Premium \$322
- Mini \$358
- Luxury \$375
- Compact Elite \$398
- Standard Elite \$418
- Full-size Elite \$441
- Premium Elite \$478
- Intermediate Elite \$518
- Luxury Elite \$584

**Rental car company** ^

- Hertz
- Enterprise **1**
- National Car Rental
- Thrifty Car Rental
- Alamo Rent A Car
- Dollar Rent A Car
- Budget
- Avis
- Sixt

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**Intermediate - Car**  
Toyota Corolla or similar

Company negotiated

5 Passengers  
Automatic

4 Doors  
1 Large bag 2 Small bags



**\$242.16**  
\$60.54/day

**Pick-up**  
SFO-San Francisco Intl., 780 North Mcdonnell Rd, San Francisco

**Drop-off**  
SFO-San Francisco Intl., 780 North Mcdonnell Rd, San Francisco

Shuttle available  Enhanced health and cleaning measures

[View details](#) v

**Standard - Car**  
Volkswagen Jetta or similar

Company negotiated

5 Passengers  
Automatic

4 Doors  
2 Large bags 1 Small bag

**\$252.35**  
\$63.09/day

**Pick-up**  
SFO-San Francisco Intl., 780 North Mcdonnell Rd, San Francisco

**Drop-off**  
SFO-San Francisco Intl., 780 North Mcdonnell Rd, San Francisco

Shuttle available  Enhanced health and cleaning measures

[View details](#) v

**Full-size - Car**  
Toyota Camry or similar

Company negotiated

### Step 3

### Limit your filter to Company Negotiated and Select the Car

The screenshot shows the EGENCIA website interface for a car rental search. The search parameters are for San Francisco, CA, United States of America (SFO-San Francisco Intl.) from Apr 18, 9:00 am to Apr 22, 9:00 am. The interface includes a sidebar with filters and a main area displaying car options.

**Filters:**

- Traveler:** (Dropdown menu)
- Price:** Range from \$225 to \$2,293
- Rates:**  Company Negotiated
- Car class:** Economy (\$226), Compact (\$226), Intermediate (\$226), Standard (\$252), Full-size (\$253), Special (\$287), Premium (\$322), Mini (\$358), Luxury (\$375), Compact Elite (\$398), Standard Elite (\$418)

**Car Options:**

**Option 1 (Highlighted with red box 2):**

- Compact - Car** (Nissan Versa or similar)
- Price: **\$241.71** (\$60.43/day)
- Features: 5 Passengers, Automatic, 4 Doors, 1 Large bag, 1 Small bag
- Pick-up: SFO-San Francisco Intl., 780 North Mcdonnell Rd, San Francisco
- Drop-off: SFO-San Francisco Intl., 780 North Mcdonnell Rd, San Francisco
- Additional features: Company negotiated, Shuttle available, Enhanced health and cleaning measures

**Option 2:**

- Intermediate - Car** (Toyota Corolla or similar)
- Price: **\$242.16** (\$60.54/day)
- Features: 5 Passengers, Automatic, 4 Doors, 1 Large bag, 2 Small bags
- Pick-up: SFO-San Francisco Intl., 780 North Mcdonnell Rd, San Francisco
- Drop-off: SFO-San Francisco Intl., 780 North Mcdonnell Rd, San Francisco
- Additional features: Company negotiated, Shuttle available, Enhanced health and cleaning measures

## Step 4

Review the Reservation and click the “Continue” button

**EGENCIA** Book ▾ Trips Tools ▾ Community **New** Help Feedback SLAC National Accelerator Lab

### Review reservation details

**Enterprise** CCAR 5 1+ 4 H Automatic **\$241.71**  
\$60.43/day

✓ Unlimited mileage included

**Compact - Car**  
Nissan Versa or similar  
Company negotiated

**Pick-up**  
Apr 18, 2022 - 9:00 am  
SFO-San Francisco Intl., 780 North  
Mcdonnell Rd, San Francisco  
**Office hours:**  
6:00 am - 11:00 pm

**Drop-off**  
Apr 22, 2022 - 9:00 am  
SFO-San Francisco Intl., 780 North  
Mcdonnell Rd, San Francisco  
**Office hours:**  
Open 24 hours

Shuttle available

Optional and extras ▾

Special equipment Optional

Navigation \$79.51 for the trip.  Child seat for toddler (4-7YR/15-30KG) \$64.64 for the trip.

Special equipment options may not be available for all cars or at all rental locations. Your selection(s) will be sent to the car vendor as a request; they are not guaranteed.

#### Price summary

**SFO-San Francisco Intl., ...** **\$241.71**  
Nissan Versa or similar

Apr 18 → Apr 22  
4 days

Vehicle - Car	4 days
Base price	\$172.00
Taxes and fees	\$69.71
<b>Total</b>	<b>\$241.71</b>

#### Health and cleaning measures

**Enhanced cleanliness measures**

- Car interiors and exteriors cleaned with disinfectant before pick-up
- High-touch surfaces are sanitized at pick-up locations
- Removing vehicle from circulation if it comes in contact with an infected individual

**Social distancing**

- Social distancing measures

**Safety measures**

- Temperature checks

This information is provided by our partners

**Continue**

## Step 5

Enter your Department's Guest Name

Select the "use direct bill for payment" checkbox

Enter your Department's Direct Bill Number

**EGENCIA** Book Trips Tools Community **New** Help Feedback SLAC National Accelerator Lab

### SFO-San Francisco Intl., 780 North Mcdonnell Rd To SFO-San Francisco Intl., 780 North Mcdonnell Rd

Fields marked with asterisk (\*) are mandatory

**1**

First name \* Middle name Last name \* [View profile](#)

Home +1 Home Work +1 Work Mobile \* +1

**2**

Use direct bill for payment

**3**

Direct Bill Number  
Direct Bill Number

#### Special Instructions

Please describe any special instructions or requests that you may have

Special Instructions  
Limit 90 characters

#### Add flight details

If you will be arriving on a flight please share your details for better service

Airline Code  
Limit 2 characters

Flight Number  
Limit 4 digits

#### Information requested by your company

**SFO-San Francisco In...**  
Nissan Versa or similar

Apr 18 → Apr 22  
4 days

Pick-up  
**SFO-San Francisco Intl., 780 North Mcdonnell Rd**  
San Francisco, United States  
18-Apr-2022, 09:00 AM

Drop-off  
**SFO-San Francisco Intl., 780 North Mcdonnell Rd**  
San Francisco, United States  
22-Apr-2022, 09:00 AM

Vehicle - Car	4 days
Base price	\$172.00
Taxes and fees	\$69.71
	Total
	<b>\$241.71</b>