Enterprise Rental Reservations

ODU Account Number: XZ21270

Authorized Renters: Authorization to use the ODU account number for renting vehicles is extended to student, faculty, and/or staff that are renting the vehicle for purposes of conducting official University business.

Reservations:
  a. Local reservations can be made online or by phone with the 912 W. Little Creek Road location at 757-489-2006.
  b. Non-Local reservation can be made online.

Payment Method Options: ODU PCard or Personal Credit Card. For reservations not arranged through the Little Creek office, the renter name must match the name on the card used for payment.

ODU PCard is only authorized for car rental time and distance fees, airport fees, and allowable cashless tolls only. Cardholders and Approvers are responsible for recovering fuel, additional insurance, parking fees, GPS and any other unauthorized charges.

Rental Drop Off to ODU Designated Lot: Enterprise will drop off vehicles in Lot 47. Lot 47 is at the corner of Killiam Avenue and 46th. Rental vehicle keys will be delivered to the on campus dept and payment will be processed at time of key delivery. Individual making reservations and payment must be available at time of drop off, otherwise Enterprise may return to local branch without dropping off vehicle.

Returning a Rental Vehicle – 2 options:
  1. Rental vehicles can be returned to any Enterprise location or,
  2. Rental vehicles can be returned to Lot 47 and parked in an Enterprise designated parking space. Keys must be dropped in the Enterprise Key Drop Off located inside the ODU Police Department. Once vehicle has been dropped off, renter must call and inform Enterprise. Failure to inform Enterprise, could result in additional expenses.

Tolls: Alert Enterprise staff when reserving or picking up the rental if you know you will go through tolls. This will decrease the administrative fee charged.

Additional Insurance: Authorized renters should not accept additional insurance if offered. The daily rate includes all required insurance.

Fuel: Vehicles must be refueled by the renter before being returned. Fuel, parking, and other fees are personal business expenses to be paid by the renter and then reimbursed.

Step-by-Step Guide for
Online Reservations Starts on Page 2

May 2, 2022
START A RESERVATION:

1. Enter Norfolk in the Location field.
2. Select the Pick-Up and Return Dates.
3. Enter the Account Number.
4. Click on Check Availability.

CHOOSE AN ENTERPRISE LOCATION:

1. Select the 912 W Little Creek Rd location. There are 2 locations on Little Creek, make sure you select the correct Little Creek location.
CHOOSE A VEHICLE CLASS: You may need to scroll to find the appropriate vehicle size you need.

1. Click on Select next to the vehicle class

ADD EXTRAS:

1. Click Continue to Review.

REVIEW & RESERVE:

1. Enter Contact Details and review the Rental Details.
2. Confirms the Trip Purpose – If the traveler is traveling on behalf of ODU, select Yes.
4. Additional Details – Enter “PCard”

5. Select, Reserve Now