Centrally Billed Rental Car Requests

Arranging central billing for rental car requests has several advantages, including reduced out-of-pocket expenses and streamlined invoicing. Plus, it's easy to set up. Here's an overview of what you need to do to arrange central billing for a rental car expense.

Step 1

Complete a [Travel Authorization Request](#) and submit the form to your area support staff member

You will receive email notification of approval of the travel request. Use the RTA number from this email when you complete the Rental Car Request through Travel Management Services.

Step 2

Make your arrangements with the rental car agency. The agencies that can be used with central billing are Avis, Enterprise and National. When you complete the reservation, record the confirmation number; you'll need the confirmation number when you complete the Rental Car Request.

Step 3 (critical!)

Use the [Rental Car Direct Billing Request](#) on the Travel Management website to set up central billing. You will enter information about the reservation, the RTA number, and an account number for billing. If you are unsure of what account number to use, contact your area support staff member.

Step 4

Send your rental confirmation to Mike at: mike.dunn@austin.utexas.edu

You're done!

That's it! You will be reimbursed for any other expenses incurred during your travel (fuel, parking, hotel) after you submit required receipts and the expenses are approved. The rental car expenses will be direct billed to the account number that you provided on the Rental Car Request form.