

***ATTENTION: IMPORTANT CHANGES TO STATE TRAVEL REGULATIONS***

Effective July 1, 2007 direct bill to your index (budget code) will no longer be a payment option for Enterprise car rentals from the Leigh St. location. The Office of Fleet Management will no longer provide an account to utilize this type of payment method. You must use your personal or travel charge card and submit the charges on a Travel Reimbursement Voucher. If you do not have a Travel Charge Card, go to <http://www.vcu.edu/procurement/ctc.htm> to review policies and apply for a card.

**Additionally, VCU Parking and Transportation no longer accepts vehicle request forms for rental vehicles. All VCU departments must contact Enterprise Rental Company directly. For more information, call 367-6987.**