



## Saline Area School District

How to book for **business** that will not be paid *directly* by Saline Schools but is district reimbursable (Teacher Improvement, etc)

- 1) Book online at [www.enterprise.com](http://www.enterprise.com)
  - a. If you are booking travel at an airport book your rental car through [www.national.com](http://www.national.com)
- Always enter **CORPORATE ACCOUNT NUMBER: XZ20PQ1**
- 2) When the Online form asks the following question say No and follow the prompts to enter another method of payment.

### Billing

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I am authorized for billing privileges and am choosing to bill **SALINE AREA SCHOOL DISTRICT-B** for this rental.

- ☐ Yes  
☒ No

**Note: This may only be used for travel that will be reimbursed by the district**

All business travel rentals paid by Saline Schools directly should begin by completing the Car Rental Request Form found at [salineschools.org](http://salineschools.org)>Departments>Finance Department>Office Forms and Documents