My emerald number is associated with another corporation that I worked for in the past. Can I keep the same emerald number and change the association to Pitt?

Send your Emerald Club number to Emily Duchene, who will forward it to the appropriate Enterprise representative.

Please explain insurance on personal vehicle. A to Z.

If you are driving your own vehicle, you can get reimbursed for mileage (i.e. fuel and wear & tear on your car). In the event that you have an accident while driving your personal vehicle, you are responsible for your personal insurance deductible and any related expenses. Because of this, the University always recommends that you rent a vehicle when travelling for University business to avoid any related expenses or impact to your personal insurance rates or expenses.

The University’s coverage through the car rental program with Enterprise automatically includes liability insurance.

Do you still offer 12 passenger vans - what is the best way to book those?

To book a 12 passenger van, you are unable to do this without assistance from an Anthony Travel agent. There are two ways to do this:

1. Book through Concur – reserve your mid-size vehicle and in comments section to the agents (one the last screen before you confirm booking), indicate that you need a 12-passenger van instead.
2. Contact Anthony Travel agents to make 12 passenger van booking. Visit this page for contact information for Anthony Travel.

Please note, it can be difficult to get these sized vans due to the current vehicle shortages. Sometimes you will have to utilize two regular sized vans instead. We recommend booking as early as possible is important.

How to sign up for Emerald Club?

When in Concur, there is a link to register for the Emerald Club when you go to book a car.

You can also visit the Purchase, Pay & Travel website to learn more about Enterprise/National and a link to register for the Emerald Club.

Please note, registration with the Emerald Club is effective immediately.

Is personal rental the same benefits and rates as business travel as a Pitt employee?

No, whenever you book for personal you want to book through the PittPerks program. Please note, personal car rentals do not include the insurance included in the University’s rates for business travel.

Daily rates are really high now; is there any time projected when rates will come down?
It is estimated that prices will come down next summer. Utilizing the rates available to the University available through our relationship with Enterprise/National is important to ensure you are receiving the best value.

**Do we need to use our travel card CC number to sign up for emerald club or should we use a personal card if we are also going to use it for personal travel?**

You have the opportunity to add multiple cards to your Emerald Club account. You should use your University Travel Card number as your first card, for business use. Then you can add your personal credit card number for personal travel. Please note, when booking for personal/business you’ll want to make sure the correct card on file is being used. If the incorrect card should be charged somehow, contact Emerald Club Account Support team to get this corrected.

**We will need two different Emerald Club card #s for personal/business?**

No, you only need one Emerald Club account. You can add multiple cards to use for personal/business travel and you can identify which card should be used when booking the rental car to utilize the credit cards appropriately.

**My travel card may not arrive in time to charge card rental. How to handle?**

If your card has not yet arrived, you can utilize a personal credit card for this rental car booking. When you submit your expense report in Concur, include a note in the comments for Payment Processing & Compliance that you did not yet receive your travel card to explain why you used your personal card and to ensure no delays in processing your expenses.