



January 13, 2006

To: Northern Illinois University Faculty and Staff

From: Steve Cunningham
Associate Vice President
Administration and Human Resources

Subject: National Car Rental Preferred Vendor Program

Northern Illinois University faculty and staff are now eligible to participate in an agreement, through the Illinois Public Higher Education Cooperative (IPHEC) and the Big Ten Conference, with National Car Rental. This agreement helps the University meet its goal of keeping travel costs low and is also available for personal travel.

In addition to discounted rates, the agreement also provides the added value of insurance coverage. The rates and benefits of this program apply to both business and leisure travel for NIU employees. As part of the program, National will offer and confirm the lowest rates available (among the major car rental suppliers) whenever you mention the Northern Illinois University corporate discount number 5000064 when making your reservation.

To ensure the highest level of service on rentals, you will find information regarding fee-waived Emerald Club membership (a \$50 value). Emerald Club members receive express service at all locations. At most locations, you can bypass the counter and go directly to the car of your choice in the Emerald Aisle. When you enroll using the NIU customized "enroll" link on the NIU Procurement National Car page, the \$50 membership fee is waived and the NIU corporate discount number 5000064 is automatically included in your Emerald Club profile.

NIU Procurement National Car page link:
<http://www.finfacil.niu.edu/Procurement/NIUTravelAgreement.htm>
(Note: The enroll link will be at the bottom of this page.)

As a member you can use National's Emerald Club "one click" reservation system, assuring that the discount number is included in your reservation and that you receive preferred rates and program benefits.

For your future reference, a copy of this memo and the direct link to utilize this exclusive contract with National is saved on the NIU Website at <http://www.finfacil.niu.edu/Procurement>. You will also find a list of frequently asked questions regarding the use of this contract.

If you have any questions regarding this contract or any other travel related procurement issues, please contact Wesley Coats at wcoats@niu.edu (815) 753-6108.