



# ZIPCAR DEPARTMENTAL ACCOUNTS

You deserve to let your hair down sometimes. Sign up with Zipcar to grab wheels to run office errands or attend conferences. Create a University department account to use Zipcar for business driving.

## THE BENEFITS OF ZIPCAR DEPARTMENT ACCOUNTS

- Membership is free – for the department and for the individual drivers on the account
- 24/7 self-service access to vehicles right on campus
- Cars by the hour or day – gas, insurance, 180 miles and roadside assistance are included
- A smarter, eco-friendly alternative to car-ownership
- No paperwork or hassles. Join, apply and reserve online or through your smartphone app
- All Zipcar members have universal access to all Zipcars at no additional cost (*including all cities, airports, and universities!*)
- Administrators can monitor all activities on the account:
  - Approve/deny members
  - Cancel reservations on behalf of another employee
  - Relevant real-time reports allow for easy auditing. View reservation activity 24/7
  - Departments can define and require up to two customizable memo lines per reservation

## HOW TO OPEN A NEW DEPARTMENT ACCOUNT

- Simply visit [zipcar.com/universities/university-of-texas-dallas](http://zipcar.com/universities/university-of-texas-dallas)
- Click “**join now**” under “I’d like to open a new account for my department”
- Complete the application – A Zipcar representative will reach out to coordinate and discuss the details. Be prepared with:
  - Billing address and phone number
  - Tax exempt certificate (*if applicable*)
  - Valid P-Card, travel card, credit or debit card

## THE NEXT STEPS

- Invite employees to join a Zipcar department account by sending a unique link for each department application (*link to be provided by Zipcar*)
- To join an existing account, click “**join now**” under “I’d like to join my department's existing Zipcar account.” Search for the name of your department and complete the application
- Once approved by department administrator and Zipcar, each member will receive a Zipcard in the mail. Activate and begin reserving!

VISIT [ZIPCAR.COM/universities/university-of-texas-dallas](http://ZIPCAR.COM/universities/university-of-texas-dallas)  
AND SET UP AN ACCOUNT FOR FREE.