



## Hertz Reservation Options

Hertz Local  
(269) 372-0495  
3621 Stadium Drive  
Kalamazoo, MI 49008

Identify you are a WMU employee  
Identify who the reservation is for or what department  
Gold Member # if you have it  
Fund/Department  
Email Address for receipts  
Personal Credit Card or WMU Procurement card for payment  
if no fund/department is available

Hertz Toll Free (24/7)  
1-800-654-3131  
Convenient for after hours or  
while traveling

University contract (CDP) # 2036411 OR  
Gold Member # if you have it  
Email Address for receipts  
May need personal Credit Card or WMU Procurement card

AAA  
Call 1-800-854-5044 or

Fund/Department  
Gold Member # if you have it

AAA NuTravel reservation system

Combine with air reservation  
Update your AAA profile with your Gold Member #

Hertz.com

Complete Hertz Gold Plus Rewards Profile (one time only)  
Hertz.com Reservation Instructions and needed information:  
Gold member reservation  
    Gold Member number  
    Password  
    Fund / department  
Booking reservation on behalf of a Gold Member  
    IATA number  
    Renter's car rental information  
    Gold member's Hertz number and last name  
    Gold member's email address and contact phone number  
    WMU CDP#  
    Fund / department  
Non Gold Member reservation (business or personal)  
    WMU CDP#  
    Fund / department (business reservation)  
    Procurement card (business reservation)  
    Personal credit card (business or personal reservation)