Paying Enterprise Direct Billed Invoices

All Enterprise Direct Billed Invoices are mailed to Accounts Payable. Accounts Payable then distributes the invoices to the appropriate departments. Once invoices are received in the departments, please follow the directions below.

Go into the eBucs Home page. Select the Direct Billed Rental Vehicle icon.

Reminder: All employee reimbursements should be entered into eBucs.

- For supplier inv #, use the Rental Agreement # off of the invoice; see highlighted number on next page for example.
- For invoice total, use the Total Charges or the revised handwritten total.

Attach Enterprise Invoice an approved travel authorization.
NOTE ON TAXES: If the car is picked up in the State of Tennessee, ETSU is tax exempt from Business, Rental and Sales taxes. If the car is picked up outside of the state of Tennessee, ETSU is subject to all applicable taxes.