Caltrans Travel Tip 2006-01
2006 Car Rental Contract
January 31, 2006

This note has been approved by Clark Paulsen, Chief of the Division of Accounting, to be sent to all Caltrans e-mail users by the Travel Policy Section. The Caltrans Travel Tip is intended to communicate the Department's travel policies quickly and efficiently to all Caltrans employees.

The Department of General Services (DGS) has issued Management Memo 06-02 announcing the State's new car rental contract.

Effective February 1, 2006, Enterprise Rent a Car (Enterprise) will be the State's primary rental car vendor for all government travel. Vanguard Car Rental USA (Vanguard), the parent company of Alamo and National Car Rental, was named the secondary vendor. In the event Enterprise is unable to provide service, Department employees are required to use Vanguard.

Commercial Car Rental Periods and Authorizations

The management memo requires differing levels of approval from DGS depending on the duration of the car rental period.

Rental periods of 7 or fewer consecutive calendar days do not require DGS approval.

Rental periods of 8 to 21 consecutive calendar days, require prior approval from DGS' Statewide Travel Program Coordinator.

To request a vehicle between 8 and 21 consecutive calendar days, Department employees are required to e-mail Chian Ong of the Division of Accounting. All requests must be submitted a minimum of 10 working days in advance or as soon as circumstances are known.

Rental periods over 21 consecutive calendar days require prior approval from the DGS' Statewide Mobile Equipment Coordinators. The Management Memo dictates that long-term rentals constitute an increase in the State fleet and are subject to analysis to ensure the most cost-effective method is utilized.

To request a vehicle over 21 consecutive calendar days, Department employees are required to e-mail Kathie Mullen of the Division of Equipment. All requests must be submitted a minimum of 10 calendar days in advance or as soon as circumstances are known.

Counter Bypass Service

The contract requires Enterprise and Vanguard to provide counter bypass to government employees traveling on State business. The program provides an expedited process allowing State employees to bypass the general public line and proceed directly to the vendor's express lane.

Enterprise has designated their counter bypass service as the CalGov Express lane. This service will be marked in major California airport locations.

Vanguard provides an on-line application where government employees enroll in the National Emerald Club or Alamo Quick Silver prior to travel. The on-line applications are located at either www.nationalcar.com or www.alamo.com.

Contract Information

The base and maximum car rates for compact vehicles are listed below. The maximum rate incorporates the base rate of the vehicle, insurance, and additional fees such as airport access fees, location fees, vehicle license fees, facility fees and State, City and County local surcharges. These rates, fees, and surcharges must not exceed the maximum rate allowable. Sales tax and refueling charges are not included in the rate.

The rates listed are applicable nationwide excluding New York City. In addition, there will be no one-way drop charge fees in the State of California when travel reservations have been made indicating point of pick up and point of return.

Base and Maximum Cap Rate

Enterprise Rent a Car – Primary Vendor

Vehicle:	Compact
Base Rate:	$32.39
Maximum Rate:	$38.84

For a complete list of Enterprise contract rates for various vehicle types, please see the attached document.

Vanguard Car Rental USA – Secondary Vendor

Vehicle:	Compact
Base Rate:	$33.90
Maximum Rate:	$80.75

All employees renting a vehicle should ensure that the base and maximum contract rates are not exceeded.

How to Request a Rental Car

To request a rental car while traveling on State business, Department employees **are required** to use either ResX or fax a completed Request for Travel Ticket (RFTT) form, FA0008 to TQ3 Navigant at (916) 638-3967. The form has been revised and is attached for your convenience. The form is also available on the on the Caltrans Electronic Form System. TQ3 Navigant may be reached at (916) 852-9865 or (800) 860-3984.

Upgraded Vehicles Over the Contract Rate

All upgraded vehicles over the contract rate require an upgraded car justification. Employees may request an upgraded vehicle by completing the Upgraded Vehicle Justification field in ResX or the Request for Travel Ticket (RFTT) form.

Forms of Payment

The recognized forms of payment are the American Express Government Card, the General Services Charge Card, and the Car Rental Business Travel Account (CRBTA). Cash, checks, or personal credit cards will not be accepted.

All Enterprise transactions reserved through ResX or TQ3 Navigant will be billed directly to the Department's CRBTA. Employees will not be required to present a DGS Charge Card or an American Express Government Card when Enterprise is reserved through ResX or TQ3 Navigant.

The Department does not have a CRBTA with Alamo or National Car Rental. Employees will be required to present either the DGS Charge Card or an American Express Government Card for payment when Alamo or National Car Rental is used.

For additional commercial car rental policies, please visit Chapter 7 of the Caltrans Travel Guide.

Happy Travels.

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