



TRAVEL INFORMATION & POLICY

<p>Subject:</p> <p>Commercial Rental Car Forms of Payment</p>	<p>Number: 07-004</p> <p>Date Issued: 09/18/2007</p>
<p>References:</p> <p>Department of General Service's Management Memo 07-08</p>	<p>Expires: Until Rescinded</p>

Purpose The Department of General Services issued [Management Memo 07-08](#) announcing the acceptable forms of payment for procuring a commercial rental car with the State's contract vendors, Enterprise Rent-a-Car and Vanguard Car Rental USA (Alamo & National).

Acceptable Forms Of Payment Enterprise Rent-a-Car and Vanguard Car Rental USA will accept the following two forms of payment:

- [The American Express Government Card](#).
- The American Express Business Travel Account (BTA), the Department's direct billing account.

Effective September 30, 2007, the DGS Charge Card will not be accepted as a form of payment for rental cars.

Making Rental Car Reservations To procure a commercial rental car with the Department's American Express BTA, all employees requiring a rental car while traveling on State business **will be required** to make rental car reservations through the Department's travel agency, Carlson Wagonlit Travel (CWT), using one of the following methods:

- ResX, when making car rental reservations in an airport city **or**
- Fax an approved Request for Travel Ticket, Form [FA0008](#) to Carlson Wagonlit Travel at (866) 248-2910 when making reservations at locations other than airport cities.

When the approved rental car request is received, CWT will email the requestor the rental car itinerary confirming the reservation. Travelers may present the itinerary to the vendor when picking up the rental car. The vendor will charge the rental car expense to the Department's BTA when the vehicle is returned.

Upgrade Vehicle Justification To request a vehicle larger than the contract compact vehicle, travelers must complete the Upgrade Vehicle Justification on either ResX or the Request for Travel Ticket form.

**Refueling Rental
Vehicles**

As a reminder, employees using a rental car for State business **are required to fill the vehicle with gasoline prior to returning the vehicle to the vendor.** Employees may claim the gasoline expense on their TEC for reimbursement.

If you have questions regarding this information, please contact Asni Tefera at (916) 227-9330.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Gilbert.Petrissans@dot.ca.gov. TTY users may also call (800) 735-2922.

This Travel Information & Policy has been approved by Clark Paulsen, Chief of the Division of Accounting, to be sent to all Caltrans employees with a Lotus Notes account. Supervisors are responsible for providing a hard copy of this information to their employees that do not have a Lotus Notes account.