



TRAVEL INFORMATION & POLICY

Subject:	Number:
Commercial Car Rental Services Contract Extension, Rental Rate Changes, and Important Reminders	TIP 15-01
	Date Issued:
References:	February 3, 2015
	Expires:
Department of General Services - Statewide Travel Management Program - Travel Bulletin 15-01	Until Rescinded

Purpose: To inform the Department’s employees of an extension to the Department of General Services (DGS) Commercial Rental Car Contract, rate changes for 2015, and important reminders for employees.

Policy: DGS Travel Bulletin 15-01 announces the extension of the Commercial Rental Car contract with the Entities of Enterprise Holdings, Inc. (Enterprise Rent-A-Car/National Car Rental). The term of this extension is January 1, 2015, through December 31, 2015. The contract extension incorporates Short-Term and Long-Term rental car rate changes for 2015. See attached tables for current rates.

Enterprise is to be used primarily for in-state travel, and National Car Rental is used primarily for out-of-state, international travel and in-state locations where there is no Enterprise location available. The extended contract continues to provide Counter-Bypass Service and State of California Employee Express Lane at the top 14 airport locations in California allowing easier access to the rental vehicle.

The contract rates listed on the “Short-Term and Long-Term Commercial Rental Cost Tables” are available nationwide, with the exception of the State of New York. All Short Term reservations, including reservations made for the State of New York, must be made through [Concur Travel](#) in order to ensure insurance coverage.

State departments needing access to the Long-Term rates will need to follow the DGS/Office of Fleet and Asset Management’s (OFAM) Annual State Fleet Acquisition Plan ([DGS Management Memo 13-02](#)).

Important Reminders: At the rental location, employees are required to provide a current driver’s license and a second form of ID: Employee ID badge, a business card, a copy of travel itinerary from the CalTravelStore (Concur) **or** an authorization letter on a department letterhead.

The following exceptions require submission of an approved [State Controller’s Office approval form](#) with the Travel Expense Claim:

- Renting a vehicle larger than the intermediate size.

- Renting a vehicle from a non-contracted vendor.
- Reasonable accommodation (physical/medical conditions).

Employees are required to return the vehicle with the same level of fuel it had when it was picked up. Prepay fuel option is not allowed.

Employees must verify the rental agreement for accuracy before signing. Employees will be held responsible for additional service fees and other costs that are not covered by the state car rental contract which are not reimbursable through State Controller's Office (SCO) including:

- GPS device, ski racks, and any other devices or equipment that is not required to conduct state business.
- Insurance or any other additional service fees not covered by the contract and not reimbursable by SCO.
- Vehicle upgrade without an approved exception ([State Controller's Office approval form](#)) justification from a supervisor. Employees are not to request a free upgrade. If an upgraded vehicle is offered at the rental company's discretion when no contract vehicle is available, the original reserved rate should be charged and documented on rental agreement.

To ensure the correct final charges, please review your final receipt when dropping off the vehicle and dispute any errors before leaving the rental location. Employees should retain the rental agreement and receipt for 60 days after the completion of the rental transactions. All documentation substantiating rental charges must be available upon request by auditors or accounting staff.

Individuals who are not state employees and not on state business are prohibited from travelling in the rental cars. The state contract does not extend insurance coverage to unauthorized drivers, passengers, or for personal use.

Employees are not allowed to extend the rental period for personal use beyond the end of state business and reimburse the state afterwards. A separate reservation must be made directly through a rental vehicle vendor and charged to employee's personal credit card for any personal use.

Insurance: The contract includes \$250,000 insurance coverage. State departments are required to notify DGS Office of Risk and Insurance Management at (916) 376-5300, if and when an accident in a rental car occurs.

If you have questions about this TIP, please contact Srichit Maljai at (916) 227-8948. To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

SHORT-TERM COMMERCIAL CAR RENTAL COST TABLE
 BASE RATE WITH \$250,000 INSURANCE FOR SHORT-TERM RENTALS
 (Effective January 1, 2015)

Maximum Cap Daily - Major California airport locations only - The maximum cap rates offered must include all charges in addition to airport access fees, insurance, vehicle license fees, and, State, City, and County or local surcharges that apply to the rental car industry as a whole and identified by airport. **Sales tax is not included in the rate.**

<u>Vehicle Class Type</u>	<u>Daily</u>	<u>Weekly</u>	<u>Maximum Cap Daily</u>
Compact Nissan Versa, Toyota Yaris	\$31.93	\$127.72	\$48.95
Mid-Size/ Intermediate Toyota Corolla, Nissan Sentra	\$31.93	\$127.72	\$48.95
Full-Size (exception required) Chevy Impala, Nissan Altima	\$35.12	\$140.49	\$52.15
Alternative Fuel Vehicle (exception required) Chevy HHR, Chevy Impala	\$35.12	\$140.49	\$52.15
FWD/Sport Utility Vehicle (exception required) Ford Escape, Jeep Liberty	\$53.22	\$239.47	\$79.82
Mini Van (exception required) Chrysler Town and Country, Dodge Grand Caravan	\$53.22	\$239.47	\$79.82
Pick Up Trucks (exception required) Chevy Silverado, Ford F150	\$69.18	\$319.29	\$95.79
Zero Emission Vehicle (exception required) Nissan Leaf, Chevy Volt	\$41.49	\$248.96	\$62.67

LONG-TERM COMMERCIAL CAR RENTAL COST TABLE
 BASE RATE WITH \$250,000 INSURANCE FOR LONG-TERM RENTALS
 (Effective January 1, 2015)

<u>Vehicle Class Type</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>
Compact Nissan Versa, Toyota Yaris	\$18.45	\$129.13	\$553.44
Mid-Size/ Intermediate Toyota Corolla, Nissan Sentra	\$18.45	\$129.13	\$553.44
Full-Size (exception required) Chevy Impala, Nissan Altima	\$21.07	\$147.51	\$632.19
Alternative Fuel Vehicle (exception required) Chevy HHR, Chevy Impala	\$21.07	\$147.51	\$632.19
FWD/Sport Utility Vehicle (exception required) Ford Escape, Jeep Liberty	\$26.60	\$186.25	\$798.23
Mini Van Chrysler Town and Country, Dodge Grand Caravan (exception required)	\$33.70	\$235.91	\$1011.08
Pick Up Trucks Chevy Silverado, Ford F150 (exception required)	\$26.60	\$186.25	\$798.23
Zero Emission Vehicle Nissan Leaf, Chevy Volt (exception required)	\$25.93	\$194.50	\$778.00

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