

SUPERSEDED BY CALTRANS TRAVEL TIP 2004-03

**CALTRANS TRAVEL TIP 2003-11
ENTERPRISE RENT A CAR
(July 2, 2003)**

This note has been approved by Cindy McKim, 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 Caltrans' employees.

Are you feeling the pinch in your travel budget? Do you want to save your program money? Are you tired of carrying the DGS Blue Card in your wallet? If the answer to any of these questions is yes, there is an option available for you.

Effective **July 1, 2003**, Enterprise Rent A Car is offering low rental car rates (See attachment). To take advantage of these rates, employees must make all Enterprise Rent A Car reservations through Patterson Travel.

How do I make reservations?

Fax a completed Request for Travel Ticket (FA-0008) to Patterson Travel at (916) 925-1509 or (916) 925-0873 a minimum of 48 hours prior to travel. Indicate Enterprise Rent A Car as the vendor and the specific travel dates. Employees are not required to make airline reservations to take advantage of these rates.

Does Patterson Travel send me a confirmation?

Yes. Patterson Travel will either e-mail or fax you a confirmation within 24 hours.

Do I need the DGS Blue Card?

No. The Department has established an American Express Business Travel Account (BTA) with Enterprise Rent A Car. Simply present the confirmation and your driver's license to Enterprise Rent A Car to pick up the car.

When you return the car, Enterprise Rent A Car will charge the Department's BTA the appropriate rental car charges.

Is the Department charged if I do not pick up the car?

No. The Department is only responsible for charges when the employee picks up the car.

Can I get these rates if I do not reserve the car through Patterson Travel?

No. The rates are only valid if reservations are made through Patterson Travel and billed to the Department's BTA.

Will the Department open a BTA with other rental car companies?

The Department is exploring the possibility of opening accounts with the other contracted rental car companies.

For more information on this process or other Department travel policies, please contact Maureen Rielley at 916-227-8948.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Gilbert Petrissans at Gilbert_Petrissans@dot.ca.gov or Nancy Ledesma at Nancy_Ledesma@dot.ca.gov. TTY users may also call 1-800-735-2922.

Happy Travels.



Cal T. Rans

Your Partner in Travel