

CALTRANS TRAVEL TIP 2004-01
RENTAL CAR CONTRACT
(January 22, 2004)

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 all Caltrans employees.

To reduce operating costs and save money, effective **February 2, 2004**, Enterprise Rent-a-Car (Enterprise) will be the Department's primary rental car vendor. Since Enterprise has facilities statewide, this action should have minimal impact to employees traveling on State business. The Department can potentially save over \$8,000 per month as a result of this change.

Enterprise offers compact, standard, and intermediate cars for \$38.00 per day. To take advantage of this rate, all employees **are required** to fax a "Request for Travel Ticket", form FA-0008 to Patterson Travel at (916) 925-1509 or (916) 925-0873 when making **all** rental car reservations.

Although Enterprise is located statewide, the Department is retaining the use of Alamo Rent-a-Car (Alamo) and Budget Rent-a-Car (Budget) for those rare trips Enterprise is unable to meet the Department's needs.

Patterson Travel will review each "Request for Travel Ticket" and determine whether an Enterprise car is available. If an Enterprise car is unavailable, Patterson will reserve the car with either Alamo or Budget.

Patterson will confirm the request by e-mailing an itinerary to the traveling employee indicating whether an Enterprise, Alamo, or Budget car was reserved and detailing the payment method.

Payment Method

If the rental car reservation is made with Enterprise Rent-a-Car, employees are not required to present the DGS Blue Card for payment when picking up the car. Employees are only required to show a copy of their itinerary and Enterprise Rent-a-Car will charge the Department's Business Travel Account for payment.

If the rental car reservation is made with Alamo or Budget, employees are required to present either the DGS Blue Card or American Express Corporate Government Card when picking up the car.

If you have questions or require additional information, please contact either Maureen Rielley at (916) 227-8948 CALNET 498-8948 or Nancy Rylett at (916) 227-9052 CALNET 498-9052.

For individuals with sensory disabilities, documents may be obtained in alternative formats. To obtain such services, please e-mail Gilbert Petrissans at Gilbert_Petrissans/HQ/Caltrans/CAGov@DOT or Nancy Ledesma at Nancy_Ledesma/HQ/Caltrans/CAGov@DOT. TTY users may also call (711) or 1-800-735-2929.

Happy Travels.



Cal T. Rans

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