



# TRAVEL INFORMATION & POLICY

<b>Subject:</b>  2006 Commercial Car Rental Contracts	<b>Number:</b> TIP 06-004  <b>Date Issued:</b> April 13, 2006
<b>References:</b> DGS Management Memo 06-02, 2006 Car Rental Contract, DPA rule 599.627, Caltrans Travel Tip 2006-01	<b>Expires:</b> Until Rescinded

**Purpose:** To clarify the 2006 Commercial Car Rental contract communicated in Caltrans Travel Tip 2006-01

**Issue:** The Department of General Services (DGS) incorrectly informed Departments that an Over Contract Justification was only required for Enterprise vehicles rented over the 2006 contract rate of \$46.49.

**Policy:** Effective immediately, an Over Contract Justification is required for all vehicles rented over the Enterprise Rent a Car contract rate of \$32.39 and Vanguard Car Rental USA (Alamo and National Car Rental) contract rate of \$33.90.

**Contract Information:** If a rental car is required for State business, employees are expected to request a compact vehicle at the base rate.

As previously communicated 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.

**Enterprise Rent A Car - Primary Vendor**

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

For additional Enterprise car rental rates, click [here](#).

**Vanguard Car Rental USA - Secondary Vendor**

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

**Over Contract  
Justification  
Guidelines:**

The Department of Personnel Administration rule 599.627 requires justification explaining the need for renting a vehicle above the State contract rate. The most common reasons for upgrading a vehicle are:

- Two or more employees traveling together with luggage.
- Employee is large in stature.
- Medical Condition (Medical documentation on file with supervisor).
- Traveling with heavy equipment tools, supplies, etc.

**How to Request  
an Upgraded  
Vehicle.**

To request an upgraded vehicle, employees must obtain prior approval from their supervisor and use one of the methods below to document the justification:

- **ResX:** Select the required car type and complete the upgraded vehicle justification field, **or**
- **Request for Travel Ticket form, FA 0008:** Complete the upgraded vehicle justification section of the form and fax the completed form to TQ3Navigant at (916) 638-3967.

For more specific information on requesting rental car reservations or other travel policies, please visit the [Caltrans Travel Guide](#).

If you have questions regarding this information, please contact Asni Tefera at (916) 227-9092.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Gilbert Petrissans at [Gilbert.Petrissans/HQ/Caltrans/CAGov@DOT](mailto:Gilbert.Petrissans/HQ/Caltrans/CAGov@DOT). 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.