

Auto Rentals

When using a Rental Car, the State contract between the 6 authorized Car Rental Agencies is only extended if you inform the rental company at the time of rental that the vehicle is being rented for official State of California business. The charges must be placed on your University American Express card and reimbursed on a Travel Expense Claim, or the DGS (Department of General Services) card, submitted on a Requisition through the Procurement Department. No cash advance may be requested. When renting on State of California business, please do not purchase any additional insurance. The State will not reimburse any supplemental coverage. The Customer's copy of the rental contract must be submitted with the employee's Travel Expense Claim. Vehicles should be filled with gasoline by the employee prior to return to the agency.

Please note: When traveling **Out-of-State** the only rental car agencies under State contract who will extend the terms and conditions of the contract are as follows:

Alamo - Budget - National

Please see the following list for the 6 State authorized Car Rental Agencies-

State Authorized Car--Rental Agencies

ALAMO

(800) 732- 3232

Corporate number: 191259

Ms. Roch Renner/Ms. Heidi Easlen
Customer Relations Representatives
110 Southeast Sixth Street
Ft. Lauderdale, FL 33301
(800) 455-4911 FAX: (305) 468-2108

Mr. Joe Hanstein
Western Region Sales Manager
778 Burkway Road
Burlingame, CA 94010
(415) 347-9541 FAX: (415) 347-0618

BAY AREA RENTALS

(800) 494- 8850

Corporate Identification: State of California

Ms. Patricia Black, Director of Operations
3074 Broadway
Oakland, CA 94611
(510) 451-6333 FAX: (510) 451-5302

Mr. Ashley Ferry, Director of Sales & Marketing
599 Post Street
San Francisco, CA 94102
(415) 202-8850 FAX: (415) 202-8848

BUDGET

(800) 527- 0700

Corporate number: T434700

Ms. Connie White, Account Executive
1813 Fulton Avenue
Sacramento, CA 95825

(916) 973-9154
FAX: (916) 481-1606

ENTERPRISE

(800) 228- 2325

Corporate Identification: CALGOVT

Mr. Joe Kalman, Daily Rental Sales Manager
17210 South Main Street
Gardena, CA 90248
(310) 329-3030 FAX: (310) 516-4863

Ms. Kelly White, Corporate Account Manager
4732 Auburn Blvd.
Sacramento, CA 95841
(916) 349-8000 FAX: (916) 349-8008

NATIONAL

(800) 227- 7368

Corporate number: 5400321

Mr. Jim Price, Director National Accounts
40 Edwards Court
Burlingame, CA 94010

(800) 608-7514
FAX: (415) 548-0156

THRIFTY

(800) 367- 2277

Corporate number: 001-0190955

Ms. Ligea Adsit
Consumer Services Representative
Ms. Carla Banzet
Supervisor, Central Billing Department
5330 East 31st Street
Tulsa, OK 74135

(800) 334-1705 EXT. 2309
FAX: (918) 669-2765
(918) 669-2722
FAX: (918) 669-2180

Auto Rental Information

The State, through its General Services Department (DGS) contracts for vehicle rental throughout California for use by state employees. These rates are substantially less expensive than regular or non-contracted rates.

The following procedure applies for vehicle rental.

On a Requisition, enter:

1. Name of person to be issued the card
2. Where the vehicle will be used
3. Dates of usage
4. Purpose

Forward the Requisition with an authorized signature from the department to Procurement & Support Services, a temporary card will be issued. This card will allow the rental of either a State Garage vehicle or a rental vehicle from the State contracted agency. For vehicle rental out of state, National card is issued. If the State employee has a corporate American Express card, this can be used. If an American Express is used, the charges will be against the cardholder's card, and he/she will need to be reimbursed from Travel. The DGS card is only used to **reserve** your vehicle. Any gasoline or maintenance charges related to the use of the vehicle are to be reimbursed from the travel application.

If possible, make advance reservations using the corporate ID on the previous list. The General Services card must be returned to the Procurement office immediately upon return to campus. Upon receipt of the invoice for rental charges, submit with the "Direct Pay" form with the authorized signature from the department to the Accounting Department M/S JA058. If the State Garage is used, electronic transfer of payment for the use of the vehicle will be done directly to your university account by the State Controller's Office.

Auto Rentals Outside California

When traveling outside the state, please be sure to use only one of the three approved car rental companies.

The ONLY rental car vendors, under State contract, who will extend the terms and conditions of the contract to vehicles rented outside California are:

Alamo RAC
Budget RAC
National RAC

As a reminder, the protection of the State contract is only extended if you inform the rental company at the time of rental that the vehicle is being rented for official State of California business, and the charges must be placed on your university Corporate American Express Card or the blue DGS travel card. When renting on State of California business, please do not purchase any of the extra insurance coverage.

Please call Dave Carroll or myself at 278-7422 if you need further information.

David M. Moll, Director
Environmental Health & Safety
California State University, Fresno
2311 East Barstow Avenue, MSPO014
Fresno, CA 93740-8004

Phone: 559-278-7422
FAX: 559-278-6995
e-mail: david_moll@csufresno.edu