



**DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL PROGRAM
TRAVEL BULLETIN**

Travel Bulletin: #25-01

Effective Date: March 1, 2025

Expiration Date: February 28, 2026

SUBJECT: Commercial Car Rental (CCR) Services Contract

PURPOSE: Notice of CCR Extension; Rate Changes

REFERENCE: Supersedes Travel Bulletin #24-01

Purpose This Travel Bulletin announces the extension of the Department of General Services (DGS) Statewide Travel Program (STP) statewide and national Commercial Car Rental (CCR) contract with EAN Services, LLC (“Enterprise Mobility”), which includes National Car Rental.

The term of this extension is March 1, 2025, through Feb. 28, 2026. This extension incorporates short-term and long-term rate increases (3.9%) for this extension period.

Base Rates **Enterprise Mobility and National Car Rental** (Except in the state of New York)

Short-Term Rental Rates (29 days or less)

Effective **March 1, 2025**

Base Rate: \$42.12 – *Daily* Compact and Intermediate

Long-Term Rental Rates (30 days or more)

Effective **March 1, 2025**

Base Rate: \$707.69 – *Monthly* Compact and Intermediate

Zero-emission Vehicles (ZEV)

Employees traveling on official business for the state of California are encouraged to consider the feasibility of a ZEV as their car class of choice for all trips that require the use of a rental vehicle and prioritize renting a ZEV when available and practical. Trips that require travel within urban and suburban areas, as well as trips under 200 miles of total travel distance, are best suited for ZEV

rentals. Longer trips over 200 miles may still be well-suited for ZEV use, but it is recommended that travelers plan ahead for ZEV charging needs and utilize the ZEV trip planning tools and resources noted below.

Note: Renting a ZEV under this contract for business travel does NOT require completion/approval of a DGS OFAM 100 Short-Term Vehicle Justification Form.

Charging Support and Tools

ChargePoint Map: [ChargePoint - Station Map](#)

PlugShare Map: [Find EV Charging in California | PlugShare](#)

Additional ZEV resources are available on our website [here](#), under “Renting an Electric Vehicle.”

Vehicle Refueling

Pursuant to this contract with Enterprise, vehicles do not need to be refueled before returning to a branch. Vehicles will be refueled by the branch at the current market rate.

If a branch insists on refueling before returning a vehicle, please contact us as soon as possible. Provide as much information as possible (dates, traveler name, branch location, employees talked to, etc.) and the Statewide Travel Program CCR administrator will work with Enterprise to ensure the branch is aware of this contract benefit.

To view the current market rate for refueling, please visit our [Car Rental](#) resources page and scroll to the “Enterprise Refuel Rates” section.

Specialty Vehicle Reservations

12 and 15 passenger vans are booked through Concur.

1. Use www.enterprise.com to confirm availability of a “full-size” van in the desired location.
2. Reserve a “full-size” van in Concur based on the Enterprise.com location availability.
3. Call the branch to provide reservation information and request the desired van size for the reservation (12 or 15 passenger van).

4. An OFAM 100 form is required (Executive Branch agencies ONLY) and must be completed and approved by travelers' managers PRIOR to reserving.

*For more information, please visit our CCR resource page under "[Renting a 12/15 Passenger Van](#)."

Four-wheel drive (4WD) vehicles are booked through Concur or through the state's contracted travel agency.

1. Book an SUV/truck (closest to what is needed) in Concur.
2. Add a note on the reservation requesting a 4WD vehicle.

*It is advised to book as far in advance as possible. When booking, there is no guarantee of receiving a 4WD vehicle and travelers should call the branch to confirm availability (reservation confirmation may be required).

Some of the larger vehicle classes (cargo van, ¾-ton pick-up truck, 1-ton pick-up truck, box truck, etc.) offered by Enterprise are not available through Concur or the travel agency. Due to limited inventory, these vehicles are arranged directly with Enterprise using the [Specialty Vehicle Reservation form](#).

Travelers must receive supervisor/agency approval for the rental prior to contacting Enterprise. Enterprise staff will address the request as soon as possible once they receive a request. Due to inventory shortages and high demand for certain vehicle types, it is recommended to submit these requests as far in advance as possible.

Visit our resource page under "[Specialty Vehicle Reservations](#)" for further booking information.

DGS Contact

For additional contract information or assistance, contact:

DGS Statewide Travel Program

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Email: StatewideTravelProgram@dgs.ca.gov