



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

Travel Bulletin: #16-02

Effective Date: March 1, 2016

Expiration Date: February 28 2018

SUBJECT: Commercial Car Rental (CCR) Services Contract

PURPOSE: Notification of the CCR Contract, Short-Term and Long Term Rate Changes

REFERENCE: Agreement # 5159905

Overview

This Travel Bulletin is to alert all Travel Coordinators, Accounting Officers and Travelers, that the Department of Human Resources (CalHR) has released a PML to provide guidance on the provisions of Assembly Bill 229 (AB 229) (State Employees: Travel Reimbursement).

Base and Maximum Cap Rates (MCR)

AB 229 stipulates that state agencies cannot prohibit state employees from using Transportation Network Companies (such as Uber and Lyft) or Short-Term Rental Services (such as Airbnb). The bill requires a state agency to reimburse the actual and necessary expenses consistent with the agency's standard reimbursement policies.

[PML 2015-039 AB 229](#)

Short Term Rentals

At this time, Short-Term Rental services are only available using the proprietary applications of the servicing companies. As such, reservations for these services are an exception to Management Memo (MM) 14-03 which directs all travel to be booked through the Statewide Travel Program using the state's contracted travel agency, CalTravelStore, or the online booking tool, Concur. This exception was established as policy through the State Administrative Manual (SAM) Section 4117. [MM 14-03](#) [SAM 4117](#)

Long Term Rentals

AB 229 is scheduled to sunset on December 31, 2018, at which time policies will revert to original language.

Alternative fuel Vehicles

If you have questions or need assistance with the information provided in the Travel Bulletin, please contact:
Statewide Travel Program

Phone: (916) 376-3974

Email: statewidetravelprogram@dgs.ca.gov

Emergency Vehicles

If you have questions or need assistance with the information provided in the PML 2015-039, please contact:

Ray Asbell, Program Manager

CalHR Benefits and Training Division

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Email: raymond.asbell@calhr.ca.gov

User Requirements

For all vehicle rentals, employees are required to provide a current driver license and a second form of ID to ensure a smooth delivery of service when renting a vehicle.

Acceptable 2nd forms of ID can be an employee issued identification badge, a business card, a copy of a travel itinerary booked through CalTravelstore or Concur (the online booking tool) or an authorization letter on department letterhead.

Excluding Alternative Fuel Vehicles, employees shall return a vehicle with the same level of fuel it had when it was picked up.

Exceptions

The following “exceptions” require state departments to submit an approval form, signed by the employee’s supervisor, to the State Controller’s Office (SCO):

- Renting a vehicle larger than the intermediate size
- Renting a vehicle from a non-contracted vendor
- Needing physical or medical accommodations
- Refueling charges incurred at rental branches

The SCO approval form should be attached to the invoice associated with the justification. State departments are no longer required to receive approval from the DGS Statewide Travel Program (STP). A copy of a Short-Term Vehicle Justification (SCO approval form) is available on the [DGS Statewide Travel Program](#) website under “Renting a Vehicle”.

Additional Contract Information

Insurance

The contract includes insurance coverage up to \$300,000. State employees are still required to notify the DGS Office of Risk and Insurance Management at (916) 376-5300, if or when an accident in a rental car occurs.

Billing and Payment

At the completion of each rental, the contractor will provide an itemized receipt of services that will contain all charges for the vehicle.

Each state and optional user will be required to utilize their contracted travel payment system Car Rental Business Travel Account for payment.

Each state and optional user is responsible for reviewing their monthly billings, but the DGS STP will also periodically analyze billings to ensure accuracy of the contractor's charges.

Commercial Car Rental Contact

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