



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

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**Travel Bulletin:** #19-01

**Effective Date:** March 1, 2019

**Expiration Date:** Feb. 28, 2020

**SUBJECT:** Commercial Car Rental (CCR) Services Contract

**PURPOSE:** Notice of CCR Extension; Short-term and Long-term Rate Changes

**REFERENCE:** Agreement #5159905; Travel Bulletin #16-02

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### **Purpose**

This Travel Bulletin announces the extension of the Department of General Services (DGS) statewide and national Commercial Car Rental (CCR) contract with EAN Services, LLC (Enterprise Holdings, Inc.).

The term of this extension is March 1, 2019 through February 28, 2020 and has one additional one-year time extension. The contract extension incorporates short-term and long-term rate increases for this extension period.

### **Base and Maximum Cap Rates**

Enterprise Rent-A-Car

Short-Term Rental Rates (**less than 30 days**)

Effective **March 1, 2019**

Base Rate \$35.01 for Compact and Intermediate (Except in the State of New York)

Maximum Cap Rate \$53.04 (CA Major Airports)

Enterprise Rent-A-Car

Long-Term Contract Rentals (**30 days or more**)

Effective **March 1, 2019**

Base Rate \$19.46 for Compact and Intermediate

Monthly Rate \$583.49

National Car Rental is used primarily for out-of-state and international travel, and locations where Enterprise is not available.

**Alamo Rent-A-Car locations are not used as part of the contract at this time.**

An updated list of contracted vehicle rates is attached, and is also part of the contract posted on [DGS Statewide Travel Program](#) under "Resource > Car Rental Resources for State Travel."

## Short-Term Rental Information

The CCR Services contract continues to provide Counter Bypass service. The Entities of Enterprise Holdings Inc. provides a State of California employee Express Lane at the top 14 airport locations in California which allows the traveler easy access to their rental vehicle.

Short-Term domestic rentals do not incur one-way drop charges.

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 second form 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.

**Employees are required to return the vehicle with the same level of fuel it had when it was picked up.**

The following “exceptions” require state departments to submit a [Short Term Vehicle Justification Form](#), signed by the employee’s supervisor, to the State Controller’s Office (SCO):

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

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. A copy of a Short-Term Vehicle Justification (SCO approval form) is available on the [DGS Statewide Travel Program](#) website under “Resources > Car Rental Resources for State Travel.”

Alternative fuel vehicles such as Hybrid Electric Vehicles (HEV), Plug in Hybrid Electric Vehicles (PHEV), and Zero Emission Vehicles (ZEV) are available in limited quantities and locations throughout the state. Due to limited availability, these may not be listed at every car rental location.