

How to Book a Car Rental

Statewide Travel Program

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1. General Information

To avoid excess booking fees, please book all components of travel within the same itinerary.

Enterprise is the state's contracted vendor for car rental. Where Enterprise is unavailable, National may be utilized. Our rates, insurance, and terms have been loaded into Concur.

2. Booking a Car Rental Within a Multi-Component Trip

All multi-component trips are booked in the same order on Concur – air or train, car rental, then hotel. Complete all steps of booking air or train travel. Please see the videos ['How to Book Air'](#) and/or ['How to Book a Train'](#) for more information. Once you've reached the car rental page:

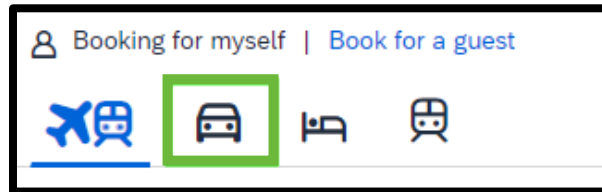
The pick-up/drop-off dates will default to your flight schedule. Remember to change this if necessary.

Complete the reservation by following the instructions for Booking a Car Rental Only, starting at the Pick-up/Drop-off Location (steps 3.1.1, 3.1.2, 3.2.2).

3. Booking a Car Rental Only

3.1 Car Rental Search

Once you've logged into Concur, click the car icon.



Enter your pick-up and drop-off dates and times.

If you define your search outside of operating hours, certain branches will not populate. Pick-up and drop-off times must be within the location's operating hours. You can view the branch hours during the search process.

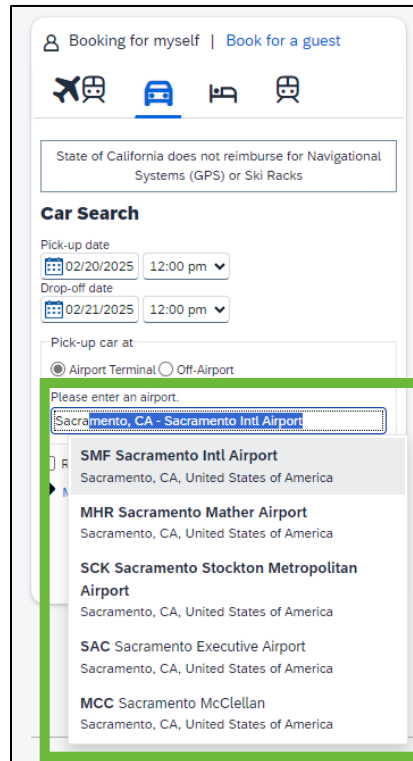
A screenshot of the 'Car Search' section in the Concur interface. It shows a notification box at the top stating 'State of California does not reimburse for Navigational Systems (GPS) or Ski Racks'. Below this, the 'Car Search' heading is followed by two rows of input fields. The first row is for 'Pick-up date' with a calendar icon and a time dropdown set to '12:00 pm'. The second row is for 'Drop-off date' with a calendar icon and a time dropdown set to '12:00 pm'. These two rows are highlighted with a green border.

Specify whether you will be picking the car up at the 'Airport Terminal' or 'Off-Airport.'

A screenshot of the 'Car Search' section in the Concur interface, showing the 'Pick-up car at' section highlighted with a green border. This section includes two radio buttons: 'Airport Terminal' (which is selected) and 'Off-Airport'. Below the radio buttons is a text input field with the placeholder text 'Please enter an airport.'.

3.1.1 Airport Terminal

Type the airport and select it in the drop-down menu that appears.



Booking for myself | [Book for a guest](#)

✈️ 🚗 🏠 🚆

State of California does not reimburse for Navigational Systems (GPS) or Ski Racks

Car Search

Pick-up date

Drop-off date

Pick-up car at
☒ Airport Terminal ☐ Off-Airport

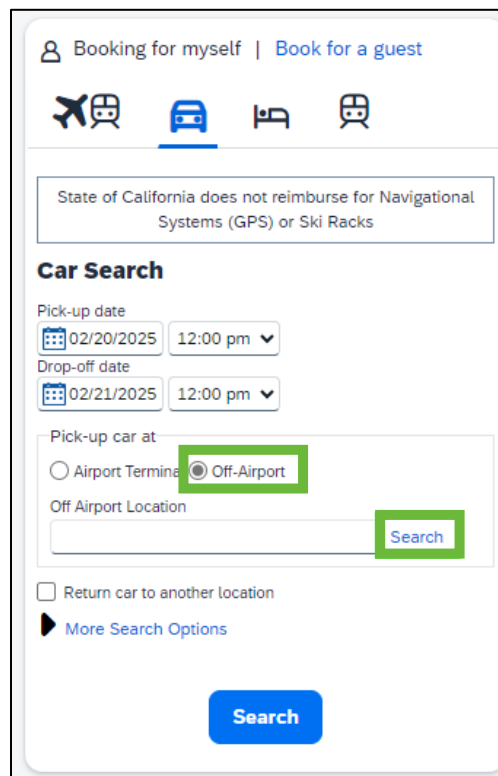
Please enter an airport.

Sacramento, CA - Sacramento Intl Airport

- SMF Sacramento Intl Airport**
Sacramento, CA, United States of America
- MHR Sacramento Mather Airport**
Sacramento, CA, United States of America
- SCK Sacramento Stockton Metropolitan Airport**
Sacramento, CA, United States of America
- SAC Sacramento Executive Airport**
Sacramento, CA, United States of America
- MCC Sacramento McClellan**
Sacramento, CA, United States of America

3.1.2 Off-Airport Location

Click 'Off-Airport,' then click 'Search.'



Booking for myself | [Book for a guest](#)

✈️ 🚗 🏠 🚆

State of California does not reimburse for Navigational Systems (GPS) or Ski Racks

Car Search

Pick-up date

Drop-off date

Pick-up car at
☐ Airport Terminal ☒ Off-Airport

Off Airport Location

☐ Return car to another location

▶ [More Search Options](#)

HOW TO BOOK A CAR RENTAL

In the pop-up, choose 'Airport,' 'Address,' 'Company Location,' or 'Reference Point/Zip Code.'

Note: The agency's address(es) must be part of the traveler's profile in order to use 'Company Location' as search criteria. For information on how to add that, please see the video ['Setting Up a Profile in Concur'](#) on our [website](#).

SAP Concur

Search for an off-airport car location

Find car locations within 5 miles from

☐ Airport ☐ Address
☐ Company Location ☒ Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Search

Enter the location desired and click 'Search.'

SAP Concur

Search for an off-airport car location

Find car locations within 5 miles from

☐ Airport ☐ Address
☒ Company Location ☐ Reference Point / Zip Code

Please choose a company location.

Main Location (West Sacramento, CA)

Search

In the new pop-up, view the choices and select a location.

SAP Concur Sign Out

Search for an off-airport car location

Find car locations within 5 miles from

☐ Airport ☐ Address
☒ Company Location ☐ Reference Point / Zip Code

Please choose a company location.

Main Location (West Sacramento, CA)

Search

11 locations found

☒ Show All
☐ Most Preferred
☐ Preferred
☐ Less Preferred
☐ Not Preferred

1 Enterprise
Preferred Car Vendor for General Services
Show On Map
Select Location

West Sacramento
3006 Evergreen Ave
West Sacramento, CA 95691
[More Info](#)
Mon-Fri: 07:30 am-06:00 pm
Sat: 09:00 am-12:00 pm
Sun: Closed

2 AVIS
Show On Map
Select Location

2.21 miles


Map showing Sacramento area with locations marked.


Branch hours are listed below the location's address when searching. Note: If you are searching for a car rental at a location and set the pick-up/drop-off to a time when they are closed, you won't get any results.


1 **enterprise**
Preferred Car Vendor for General
Services
[Show On Map](#)
[Select Location](#)
1.78 miles
West Sacramento
3006 Evergreen Ave
West Sacramento, CA 95691
[More Info](#)
Mon-Fri: 07:30 am-06:00 pm
Sat: 09:00 am-12:00 pm
Sun: Closed


3.1.3 Return Car to Another Location

If you would like to return the car to another location, check that box.

 Booking for myself | [Book for a guest](#)








State of California does not reimburse for Navigational Systems (GPS) or Ski Racks


Car Search

Pick-up date

 02/20/2025

12:00 pm ▼

Drop-off date

 02/21/2025

12:00 pm ▼

Pick-up car at

☐ Airport Terminal

☒ Off-Airport

Off Airport Location

Search

☒ Return car to another location

You still have the option to choose 'Airport Terminal' or 'Off-Airport.' Follow steps 1.3.1 or 1.3.2 to complete your search.

☒ Return car to another location

Drop-off car at

☐ Airport Terminal ☒ Off-Airport

Off Airport Location

Search


[▶ More Search Options](#)


Search


HOW TO BOOK A CAR RENTAL


If desired, click 'More Search Options.'

Booking for myself | [Book for a guest](#)









State of California does not reimburse for Navigational Systems (GPS) or Ski Racks

Car Search

Pick-up date

02/20/2025

12:00 pm

Drop-off date

02/21/2025


12:00 pm

Pick-up car at

☒ Airport Terminal ☐ Off-Airport


Please enter an airport.
Sacramento, CA - Sacramento Intl Airport

☐ Return car to another location

 [More Search Options](#)

Search

Next, specify which car type you'd like to rent, whether the car is smoking, non-smoking or no preference, and which vendor(s) you'd like to search for.

 [More Search Options](#)

Car Type (Select up to 3)
Any Car Class
Mini Car
Economy Car
Economy Car Hybrid
Compact Car

Smoking
Don't care

Preferred
☒ Enterprise
☒ National

Car Vendors
☐ Any Vendor
☐ Alamo*
☐ Avis*
☐ Budget*

Your company preferred vendors will be included in the search with your preferences.

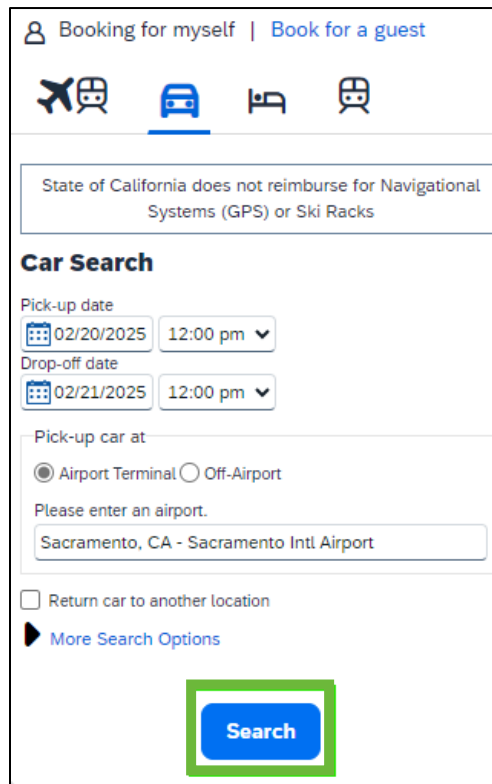
*Indicates major vendor.

Search

HOW TO BOOK A CAR RENTAL

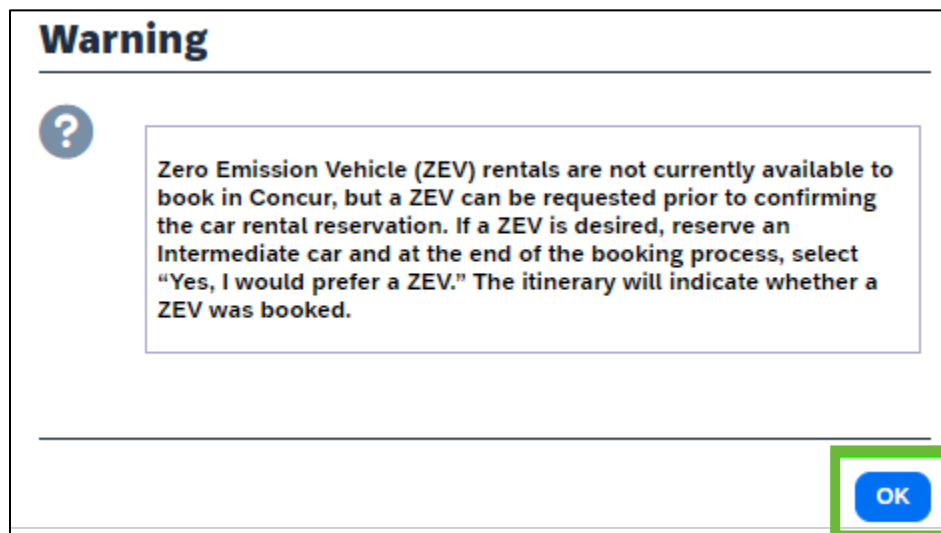
Note: Enterprise is the state's most preferred vendor, and National can be used where Enterprise is not available. If choosing a non-preferred vendor, the traveler must provide a personal credit card to cover all costs and seek reimbursement once the trip is completed. The traveler will also need to add insurance upon vehicle pick-up if using a non-preferred vendor.

Once your search criteria is complete, click 'Search' to pull up a list of cars that meet your search parameters.



The image shows a 'Car Search' form. At the top, there are links for 'Booking for myself' and 'Book for a guest'. Below these are icons for different travel modes: airplane/train, car, hotel, and train. A message states: 'State of California does not reimburse for Navigational Systems (GPS) or Ski Racks'. The 'Car Search' section includes fields for 'Pick-up date' (02/20/2025, 12:00 pm) and 'Drop-off date' (02/21/2025, 12:00 pm). There are radio buttons for 'Pick-up car at' with 'Airport Terminal' selected and 'Off-Airport' unselected. A text field below says 'Please enter an airport.' and contains 'Sacramento, CA - Sacramento Intl Airport'. There is a checkbox for 'Return car to another location' which is unchecked. A link 'More Search Options' is present. A blue 'Search' button is highlighted with a green border.

A message will pop up that gives instructions on how to book a Zero-Emission Vehicle (ZEV). After reading the pop-up, click 'OK.'



The image shows a 'Warning' pop-up. It has a title 'Warning' and a question mark icon. The text inside says: 'Zero Emission Vehicle (ZEV) rentals are not currently available to book in Concur, but a ZEV can be requested prior to confirming the car rental reservation. If a ZEV is desired, reserve an Intermediate car and at the end of the booking process, select "Yes, I would prefer a ZEV." The itinerary will indicate whether a ZEV was booked.' An 'OK' button is highlighted with a green border.

3.2 Choose a Car

Review the options and choose the one that meets the business need and your agency's internal policies, based on trip specifications.

3.2.1 Required Vehicle Classes (Applies to executive branch agencies only)

Compact and Intermediate are the required vehicle classes. Reservations for any other vehicle class (Standard, Full Size, SUV, etc.) require the [DGS OFAM 100 Short-Term Vehicle Justification Form](#) prior to making the rental car reservation.

3.2.2 ZEVs

Hybrid Vehicles and ZEVs (sedans) do not require a DGS OFAM 100 Form. State employees are encouraged to rent ZEVs where available and feasible. If you would like to book a ZEV, choose an intermediate car.

3.2.3 Change Search Criteria Within Search

You can make changes to your search criteria by editing the information on the left side of the page.

The screenshot displays the car rental search interface. On the left, the 'Change Car Search' section is highlighted with a green box. It includes fields for 'Pick-up date' (02/20/2025, 12:00 pm) and 'Drop-off date' (02/21/2025, 12:00 pm). Below these are options for 'Pick-up car at' (Airport Terminal or Off-Airport) and a text input for the airport (SMF - Sacramento Intl Airport - Sacramento, CA). There are also checkboxes for 'Return car to another location' and a 'More Search Options' link. A 'Search' button is at the bottom of this section. Below the search section is the 'Car Display Filters' section, which includes checkboxes for 'Unlimited miles', 'Air conditioning', 'Hybrid', and 'Car Transmission' (Automatic or Manual). On the right, the 'Trip Summary' section shows 'Select a Car' and 'Finalize Trip' buttons. Below this is a table of search results with columns for 'All 28 results', 'Compact', and 'Intermediate'. The table shows two results for each category, both priced at \$59.10. Below the table, there are two car listings: 'Compact Car - \$40.54 per day' and 'Intermediate Car - \$40.54 per day', both with automatic transmission and unlimited miles. A blue button with the cost '\$59.10' is highlighted with a green box.

Once you have found the car you'd like to rent, click the blue button with the cost on it.

The screenshot shows a specific car rental offer for a 'Compact Car - \$40.54 per day (Galileo)'. The offer includes an Enterprise logo, a car image, and details: 'Automatic transmission', 'Unlimited miles, Pick-up: Terminal: SMF', 'Adults: 2, Children: 2, Large bags: 1, Small bags: 2 (Corporate rate)'. A blue button with the cost '\$59.10' is highlighted with a green box. Below the offer, it says 'Preferred Car Vendor for General Services' and 'Location details'.

3.3 Review and Reserve Car Page

You will be directed to the 'Review and Reserve Car' page.

Trip Summary

Car Selected

Pick-up: Thu, 02/20/2025
 Drop-off: Fri, 02/21/2025

Finalize Trip

Review and Reserve Car

Review Rental Car

Enterprise Car Rental [Location Details](#)

Type	Pick-up	Drop-off
Intermediate Car	Airport Terminal	Airport Terminal
Features	SMF: Sacramento	SMF: Sacramento
	12:00 pm Thu, 02/20/2025	12:00 pm Fri, 02/21/2025

Provide Rental Car Preferences

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)

Ex: Need early pick-up (10am) ☐ Include in-car GPS system ☐ Include ski rack

Enter Driver Information

Ensure the name below matches the I.D. you have with you on the day of pick-up. ⓘ

Driver

[Edit](#) | [Review all](#)

Name: William Never **Phone:** 123456789 **Email:** :@dgs.ca.gov ▼

Rental Car Agency Program [Add a Program](#)

No Program selected ▼

Review Price Summary

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$40.54	Feb 20 - Feb 21	\$59.50*
Total Estimated Cost: \$59.50			
Total Due Now: \$0.00**			

* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.
** Remaining amount due at rental location.

[Back](#)
[Reserve Car and Continue](#)

If needed, add any rental car preferences. Please note: the state of California does not allow the addition/reimbursement of in-car GPS, ski racks, toll devices (transponders) or pre-paid fuel.

Provide Rental Car Preferences

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)

Ex: Need early pick-up (10am)

☐ Include in-car GPS system ☐ Include ski rack

Make sure the driver information is accurate and matches the identification you will provide upon pick-up. You may be turned away if the name on your identification does not match your reservation.

Enter Driver Information

Ensure the name below matches the I.D. you have with you on the day of pick-up. ⓘ

Driver

[Edit](#) | [Review all](#)

Name: William Never **Phone:** 123456789 **Email:** @dgs.ca.gov ▼

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If you are part of a rewards program, please select it now. If the rewards program hasn't been added to your Concur profile, click the blue 'Add a Program' and input the information needed.

Rental Car Agency Program

Add a Program

No Program selected

Note: Incorrect loyalty numbers in the "Frequent-Traveler Programs" section in Concur will cause direct-billing issues and result in a personal credit card being required at the rental counter. Please see the video '[Setting Up a Profile in Concur](#)' on how to add/edit/remove that information.

Click 'Back' if you need to make any changes to the reservation.

Review Price Summary

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$40.54	Feb 20 - Feb 21	\$59.50*
Total Estimated Cost: \$59.50			
Total Due Now: \$0.00**			

* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.

** Remaining amount due at rental location.

Back

Reserve Car and Continue

If no changes need to be made, click 'Reserve Car and Continue' to confirm your car.

Review Price Summary

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$40.54	Feb 20 - Feb 21	\$59.50*
Total Estimated Cost: \$59.50			
Total Due Now: \$0.00**			

* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.

** Remaining amount due at rental location.

Back

Reserve Car and Continue

3.4 Travel Details Page

Now on the screen is the 'Travel Details' page, which shows you the overview of what you have chosen.

✓

Trip Summary

Finalize Trip

Review Travel Details

Enter Trip Information

Submit Trip Confirmation

Travel Details

Trip Overview

I want to...

Print Itinerary

E-mail Itinerary

Trip Name: Car Reservation at SACRAMENTO

Start Date: February 20, 2025

End Date: February 21, 2025

Created: November 26, 2024, William Never (Modified: November 26, 2024)

Description: (No Description Available)

Agency Record Locator: Reservation for: William Never

Total Estimated Cost: \$59.50 USD

Add to your itinerary

Car

Hotel

Reservations

Thursday, February 20, 2025

Enterp

acramento US (SMF)

Change | Cancel

Pick-up at: sacramento US (SMF)

Pick-up: 12:00 PM Thu Feb 20

Pick-up at: Sacramento US (SMF)

Number of Cars: 1

Return: 12:00 PM Fri Feb 21

Returning to: Sacramento US (SMF)

Additional Details

Rate: \$40.54 USD daily rate, unlimited

Total Rate: \$59.50 USD

Corporate Discount

Rental Details

Intermediate Car / Automatic transmission / Air conditioning

Add to your itinerary

Confirmation: 2076768806COUNT

Status: Confirmed

Frequent ID

Rate Code

Total Estimated Cost

Car: \$59.50 USD

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If you would like to add another car or hotel to the trip, you may do so at the top right corner. Please see the video '[How to Book a Lodging](#)' for more information.


Travel Details


Trip Overview

I want to...
[Print Itinerary](#)
[E-mail Itinerary](#)

Trip Name: Car Reservation at SACRAMENTO ([Edit](#))
Start Date: February 20, 2025
End Date: February 21, 2025
Created: November 26, 2024, William Never (*Modified: November 26, 2024*)
Description: (No Description Available) ([Edit](#))
Agency Record Locator:
Reservation for: William Never
Total Estimated Cost: \$59.50 USD ([Details](#))

Add to your Itinerary


 Car

 Hotel

Review the trip for accuracy. If any changes need to be made, click 'Change' for that segment of travel.

Reservations

Thursday, February 20, 2025

**Enterprise Car Rental at: Sacramento US (SMF)**

[Change](#)[Cancel](#)

Pick-up at: Sacramento US (SMF)

Pick Up: 12:00 PM *Thu Feb 20*
Pick-up at: [Sacramento US \(SMF\)](#)
Number of Cars: 1

Return: 12:00 PM *Fri Feb 21*
Returning to: [Sacramento US \(SMF\)](#)

Additional Details
Rate: \$40.54 USD daily rate, unlimited
Total Rate: \$59.50 USD

Rental Details
Intermediate / Car / Automatic transmission / Air conditioning


Confirmation: 2076768806COUNT
Status: **Confirmed**
Frequent Guest Number:
Rate Code:

Corporate Discount:

If you need to cancel a segment of the trip, click 'Cancel' next to that segment.

Reservations

Thursday, February 20, 2025

**Enterprise Car Rental at: Sacramento US (SMF)**

[Change](#)[Cancel](#)

Pick-up at: Sacramento US (SMF)

Pick Up: 12:00 PM *Thu Feb 20*
Pick-up at: [Sacramento US \(SMF\)](#)
Number of Cars: 1

Return: 12:00 PM *Fri Feb 21*
Returning to: [Sacramento US \(SMF\)](#)

Additional Details
Rate: \$40.54 USD daily rate, unlimited
Total Rate: \$59.50 USD

Rental Details
Intermediate / Car / Automatic transmission / Air conditioning

Confirmation: 2076768806COUNT
Status: **Confirmed**
Frequent Guest Number:
Rate Code:

Corporate Discount:

You can cancel the entire trip by clicking 'Cancel' at the bottom of the page.

Total Estimated Cost

Car:	\$59.50 USD
Total Estimated Cost:	\$59.50 USD

Remarks

BILL FISCAL REPORTING STRUCTURE -

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Next >>](#)[Cancel Trip](#)

HOW TO BOOK A CAR RENTAL

If all information is accurate and you are ready to book, click 'Next' at the bottom of the page.

Total Estimated Cost	
Car:	\$59.50 USD
Total Estimated Cost:	\$59.50 USD
Remarks	
BILLB FISCAL REPORTING STRUCTURE -	
If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.	
Next >>	Cancel Trip

3.5 Trip Booking Information Page

Now you are seeing the 'Trip Booking Information' page. Here, you will specify what the trip is for.

Trip Summary

- Finalize Trip
 - Review Travel Details
 - Enter Trip Information
 - Submit Trip Confirmation

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name
This will appear in your upcoming trip list.
Car/Hotel Reservation

Trip Description (optional)
Used to identify the trip purpose

Send a copy of the confirmation to: @

Send my email confirmation as
@HTML ☐ Plain-text

I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy (Required)

Purpose of Trip (Required)

Why was no hotel reserved? (Required)

Would you prefer a 2EV rental if one is available? - Yes/No (Required)

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Display Trip](#) [<< Previous](#) [Next >>](#) [Cancel Trip](#)

For 'Trip Name,' give it a name that will be easy to identify in your Concur Trip Library.

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name
This will appear in your upcoming trip list.
Car/Hotel Reservation

Trip Description (optional)
Used to identify the trip purpose

Under 'Trip Description', you can add more details about the nature of the trip.

Trip Booking Information

The trip name and description are for your record keeping convenience.

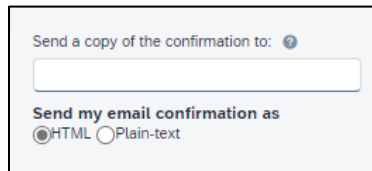
Trip Name
This will appear in your upcoming trip list.
Car/Hotel Reservation


Trip Description (optional)
Used to identify the trip purpose

HOW TO BOOK A CAR RENTAL

If you would like to send the travel confirmation to additional people, include their emails under 'Send a copy of the confirmation to.'

Note: The traveler and Primary Travel Assistant will always receive a confirmation email.

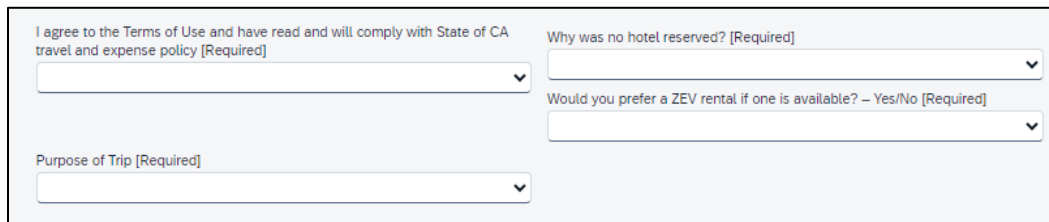


Send a copy of the confirmation to: 

Send my email confirmation as

☒ HTML ☐ Plain-text

For the remaining options, use the drop-down menus to select the choice that is most accurate for this trip.



I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy [Required]

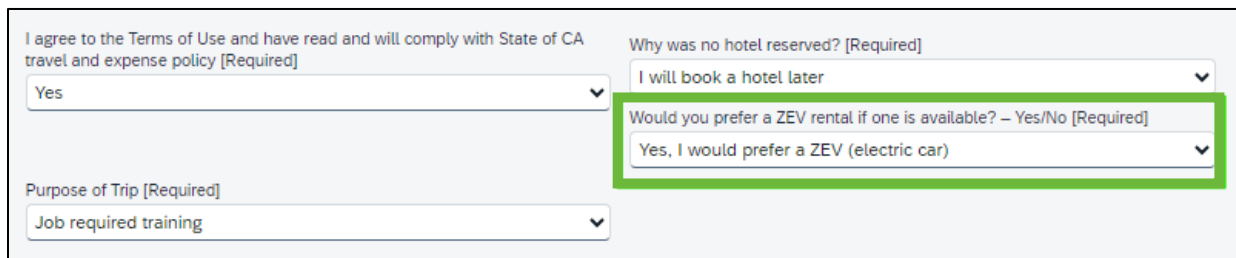
Purpose of Trip [Required]

Why was no hotel reserved? [Required]

Would you prefer a ZEV rental if one is available? – Yes/No [Required]

If an "intermediate car" is selected, the option to request a ZEV is presented. Select 'Yes, I would prefer a ZEV' to request a ZEV. If you prefer a gas vehicle, select 'No, I'd prefer gas.'

Note: ZEV availability is not guaranteed. It is recommended to request a ZEV at least 48 hours in advance.



I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy [Required]

Yes

Purpose of Trip [Required]

Job required training

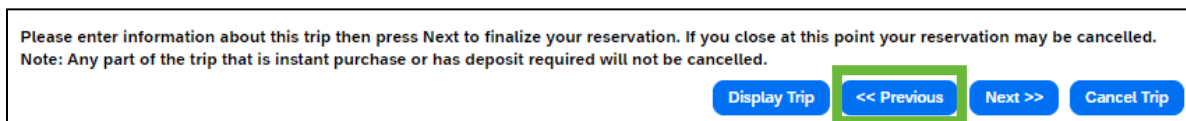
Why was no hotel reserved? [Required]

I will book a hotel later

Would you prefer a ZEV rental if one is available? – Yes/No [Required]

Yes, I would prefer a ZEV (electric car)

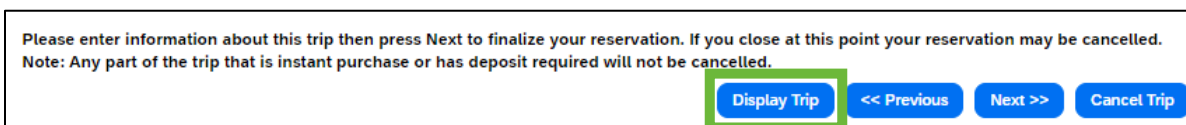
Click 'Previous' to go back and make edits to the trip if needed.



Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip << Previous Next >> Cancel Trip

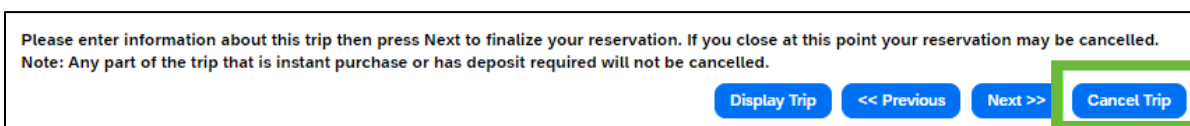
Click 'Display Trip' to go back to the 'Travel Details' page.



Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip << Previous Next >> Cancel Trip

Click 'Cancel Trip' to cancel.



Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip << Previous Next >> Cancel Trip

HOW TO BOOK A CAR RENTAL

If you are ready to book, click 'Next.'

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip

<< Previous

Next >>

Cancel Trip

3.6 Trip Confirmation Page

You are now on the 'Trip Confirmation' page. *The trip has not been booked yet!* This page is utilized as a final chance to review before booking.

Trip Confirmation

To COMPLETE BOOKING, please press the "Confirm Booking" Button after reviewing this page.
To CANCEL, press the Cancel button.

After you complete this booking, it will be reserved; however, it will not be booked until it is approved by your company.

Trip Overview

Trip Name: CarHotel Reservation
Start Date: February 20, 2025
End Date: February 21, 2025
Created: November 26, 2024, William Never (Modified: November 26, 2024)
Description: (No Description Available)
I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy: Yes
Would you prefer a ZEV rental if one is available? - Yes/No: Yes, I would prefer a ZEV (electric car)
Agency Record Locator
Reservation for: William Never
Total Estimated Cost: \$59.50 USD
Agency Name: CI Azumano - California

Reservations

Thursday, February 20, 2025

Enterprise Car Rental at: Sacramento US (SMF)
Pick-up at: Sacramento US (SMF)
Confirmation: 207678806ACCOUNT

Pick Up: 12:00 PM Thu Feb 20
Pick-up at: Sacramento US (SMF)
Number of Cars: 1

Return: 12:00 PM Fri Feb 21
Returning to: Sacramento US (SMF)

Additional Details
Rate: \$65.00 USD rate info selected
Total Rate: \$59.50 USD
Rental Details

Status: Confirmed
Prepared By:
Rate Code:
Corporate Discount

Review the information.

Click 'Display Trip' to see the 'Travel Details' page.

Almost done... Please confirm this itinerary.

Display Trip

<< Previous

Confirm Booking>>

Cancel Trip

If anything needs to be edited, click 'Previous' and complete the edits.

Almost done... Please confirm this itinerary.

Display Trip

<< Previous

Confirm Booking>>

Cancel Trip

Click 'Cancel Trip' if you need to cancel the entire trip.

Almost done... Please confirm this itinerary.

Display Trip

<< Previous

Confirm Booking>>

Cancel Trip

If all information is accurate, no changes are needed and you are ready to book, click 'Confirm Booking.'

Almost done... Please confirm this itinerary.

Display Trip

<< Previous

Confirm Booking>>

Cancel Trip

3.7 Finished Page

Your travel is not booked until you have reached the 'Finished' page. Now that we have reached the 'Finished' page, we have successfully booked a car rental.

Trip Summary
Finished!

You have successfully booked your trip!

Trip Record Locator : 9PG0PP

The itinerary will not be ticketed until your travel manager has approved the trip.
Your itinerary has been saved. CI Azumano - California will service your itinerary.
Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.

Travel Contact Information

Trip Overview

DGS GENERAL SERVICES

Trip Name: Car/Hotel Reservation
Start Date: February 20, 2025
End Date: February 21, 2025
Created: November 26, 2024, William Never (Modified: November 26, 2024)
Description: (No Description Available)
I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy: Yes
Would you prefer a ZEV rental if one is available? - Yes/No: Yes, I would prefer a ZEV (electric car)
Agency Record Locator:
Reservation for: William Never
Total Estimated Cost: \$59.50 USD
Agency Name: CI Azumano - California

Reservations

Thursday, February 20, 2025

Enterprise Car Rental at: Sacramento US (SMF)
Pick-up at: Sacramento US (SMF)
Pick Up: 12:00 PM Thu Feb 20
Pick-up at: Sacramento US (SMF)
Number of Cars: 1
Confirmation: 2076768806COUNT
Status: Confirmed
Frequent Guest Number: XXX04712
Rate Code:

If your agency uses pre-trip approvals in Concur, your manager may have to approve the trip before it's finalized.

Finished!

You have successfully booked your trip!

Trip Record Locator : 9PG0PP

The itinerary will not be ticketed until your travel manager has approved the trip.

Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.

You can see your 'Trip Record Locator' on this page. This is used by the travel vendor and CI Azumano to locate booking information.

Finished!

You have successfully booked your trip!

Trip Record Locator : 9PG0PP

The itinerary will not be ticketed until your travel manager has approved the trip.
Your itinerary has been saved. CI Azumano - California will service your itinerary.
Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.

It is recommended to print this page for your records. Click 'Print Itinerary,' which can be found at the bottom of the page.

Pick Up: 12:00 PM Thu Feb 20
Pick-up at: Sacramento US (SMF)
Number of Cars: 1

Return: 12:00 PM Fri Feb 21
Returning to: Sacramento US (SMF)

Additional Details
Rate: \$40.54 USD daily rate, unlimited
Total Rate: \$59.50 USD

Rental Details
Intermediate / Car / Automatic transmission / Air conditioning

Confirmation: 2076768806COUNT
Status: Confirmed
Frequent Guest Number: XXX04712
Rate Code:

Corporate Discount:

Total Estimated Cost

Car:	\$59.50 USD
Total Estimated Cost:	\$59.50 USD

Remarks

BILLS FISCAL REPORTING STRUCTURE -

Your itinerary has been saved.

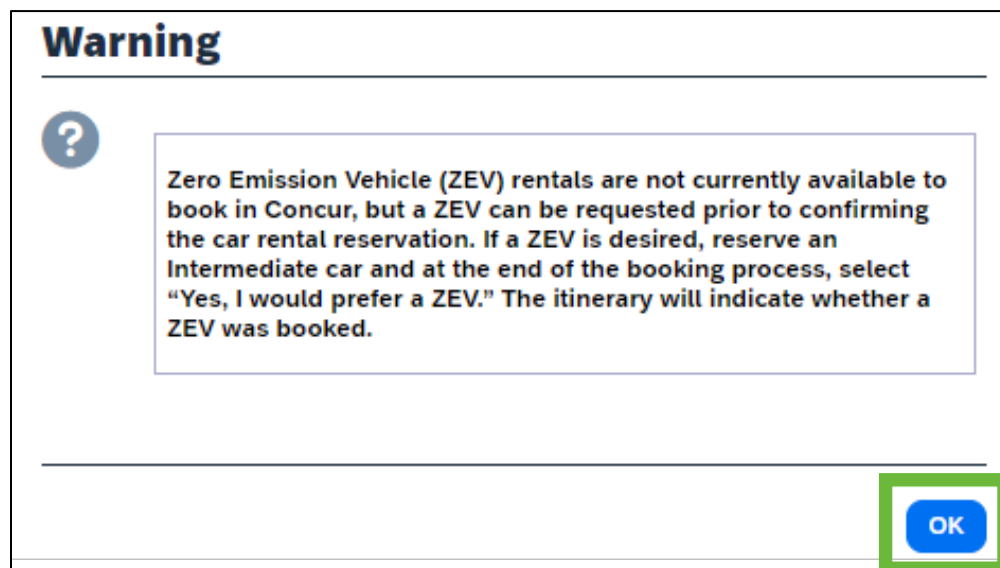
[Print Itinerary](#)
[E-mail Itinerary](#)
[Return to Travel Center](#)

4. Booking a Zero-Emission Vehicle (ZEV)









Note: Renting a ZEV (sedan) from Enterprise at the contracted rate does *not* require completion/approval of a DGS OFAM 100 Short-Term Vehicle Justification Form by executive branch agencies or their travelers.

4.1 Steps to Book a ZEV

Complete the car rental search as you would normally, making sure you are searching for an intermediate car. After entering your search criteria and clicking 'Search,' a message will pop up that gives instructions on how to book a ZEV. Click 'OK.'



Select an intermediate car from the options that populate.

	Compact Car - \$40.54 per day (Galileo)	Total cost
	Automatic transmission Unlimited miles, Pick-up: Terminal: SMF Adults: 2, Children: 2, Large bags: 1, Small bags: 2 (Corporate rate)	\$59.10
Preferred Car Vendor for General Services		Location details
	Intermediate Car - \$40.54 per day (Galileo)	Total cost
	Automatic transmission Unlimited miles, Pick-up: Terminal: SMF Adults: 4, Large bags: 1, Small bags: 2 (Corporate rate)	\$59.50
Preferred Car Vendor for General Services		Location details
	Standard Car - \$41.89 per day (Galileo)	Total cost
	Automatic transmission Unlimited miles, Pick-up: Terminal: SMF Adults: 4, Large bags: 1, Small bags: 2 (Corporate rate)	\$61.12
Preferred Car Vendor for General Services		Location details
	Full-size Car - \$41.89 per day (Galileo)	Total cost
	Automatic transmission Unlimited miles, Pick-up: Terminal: SMF Adults: 5, Large bags: 2, Small bags: 1 (Corporate rate)	\$62.00
Preferred Car Vendor for General Services		Location details

HOW TO BOOK A CAR RENTAL

Review and complete the information on the 'Review and Reserve Car' and 'Travel Details' pages. On the 'Trip Booking Information' page, a prompt will display asking if an electric car is preferred, if available. A selection of Yes or No is required. Select 'Yes' to request a ZEV.

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name This will appear in your upcoming trip list.	Trip Description (optional) Used to identify the trip purpose
<input type="text" value="Car/Hotel Reservation"/>	<input type="text"/>

Send a copy of the confirmation to:

Send my email confirmation as
☒ HTML ☐ Plain-text

I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy [Required]

Why was no hotel reserved? [Required]

Would you prefer a ZEV rental if one is available? – Yes/No [Required]

Purpose of Trip [Required]

After confirming your trip, the itinerary will indicate whether an electric car was booked, as well as the car type and daily rate. Refer to the 'Remarks' section of the itinerary. Please note that if there are no ZEVs available, the note here will change.

Reservations

Friday, February 14, 2025

Enterprise Car Rental at: Sacramento US (SMF)

Pick-up at: Sacramento US (SMF)

Pick Up: 12:00 PM *Fri Feb 14*
Pick-up at: [Sacramento US \(SMF\)](#)
Number of Cars: 1

Return: 12:00 PM *Sat Feb 15*
Returning to: [Sacramento US \(SMF\)](#)

Additional Details
Rate: \$58.00 USD daily rate, unlimited
Total Rate: \$82.03 USD

Rental Details
Intermediate / Car / Automatic transmission / Electric power with air conditioning

Remarks
YOUR CAR RENTAL HAS BEEN MODIFIED TO AN ELECTRIC CAR

[Add to your Itinerary](#)

[Change](#) | [Cancel](#)

Confirmation: 2076813976COUNT

Status: **Confirmed**

Frequent Gt:

Rate Code:

Corporate Discount:

Please note: if your agency participates in pre-trip approvals in Concur, your manager will have to approve the trip before receiving the invoice.

4.2 ZEV Availability

Current ZEV availability statewide is limited. The highest concentrations of ZEV inventory will be at the following locations:

- Downtown Sacramento (722 12th Street, Sacramento, CA 95814)
- Sacramento International Airport (SMF)
- Ontario International Airport (ONT)

Further expansion of ZEV availability is being planned and additional updates will be posted on the [Statewide Travel Program Car Rental Resources page](#) as they are available.

4.3 ZEV Communication to Traveler

All ZEV rentals will result in email communications to the traveler that include:

- An attached guide that contains charging station maps, helpful trip tips, and additional ZEV information.
- An attached guide on how to change or add a ZEV to the reservation in Concur.

If you did not receive this information, please reach out to your agency Travel Coordinator(s).


5. Itinerary


There are a few ways you can find the itinerary.


5.1 Confirmation Email


Once you have booked the trip, you will receive an email from Concur Travel with the trip information.

Concur Itinerary 02/20/2025: CAR/HOTEL RESERVATION 9PG0PP



Concur Travel <TravelWizard@concursolutions.com>
To  @DGS


 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



ConcurCalendarEntry.ics
2 KB


CAUTION: This email originated from a NON-State email address. Do not click links or open attachments unless you are certain of the s

Trip Overview



Trip Name: Car/Hotel Reservation
Start Date: February 20, 2025
End Date: February 21, 2025
Created: November 26, 2024, William Never (Modified: November 26, 2024)
Description: (No Description Available)
I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy: Yes
Would you prefer a ZEV rental if one is available? – Yes/No: Yes, I would prefer a ZEV (electric car)
Agency Record Locator:
Reservation for: William Never
Total Estimated Cost: \$59.50 USD
Agency Name: CI Azumano - 37QB - California

Reservations
Thursday, February 20, 2025



Enterprise Car Rental at: Sacramento US (SMF)
 Pick-up at: Sacramento US (SMF)

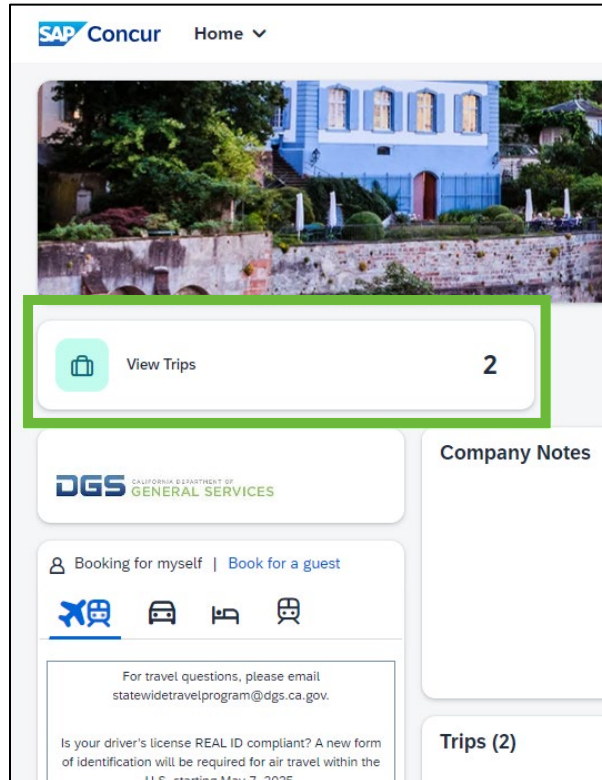
Pick Up: 12:00 PM Thu Feb 20 Pick-up at: Sacramento US (SMF) Number of Cars: 1	Confirmation: 2076768806COUNT Status: Confirmed Frequent Guest Number: XXXX Rate Code
Return: 12:00 PM Fri Feb 21 Returning to: Sacramento US (SMF)	

Additional Details
 Rate: \$40.54 USD daily rate, unlimited
 Total Rate: \$59.50 USD

Rental Details
 Intermediate / Car / Automatic transmission / Air conditioning

5.2 Trip Library

To view, cancel, or edit the trip, you can do so at any time by logging into Concur and clicking 'View Trips.'



This will open your 'Trip Library,' where you can click on the trip name to view or edit it or click the 'Cancel Trip' link to cancel it. Please see the videos '[How to Add to An Existing Itinerary](#),' '[How to Change a Booking](#),' and/or '[How to Cancel a Booking](#)' for more information.

Trip Library					
Search Trip Names <input type="text"/> Dates To Use: <input checked="" type="radio"/> Booking Dates <input type="radio"/> Travel Dates Date Range: <input type="text" value="05/26/2024"/> <input type="text" value="11/26/2024"/> <input type="checkbox"/> Include withdrawn trips <input type="button" value="Search"/>					
Trip Name/Description	Status	Date Booked	Start Date	End Date	Action
Car/Hotel Reservation (9PG0PP)	Admin Approval Required Approval deadline is 02/19/2025 11:30 pm Eastern. Trip will be automatically cancelled if not approved by then.	11/26/2024	02/20/2025	02/21/2025	Cancel Trip
Train to LA for Inspection (99DYG9) Trip from SAC to LAX to inspect trains	Withdrawn	10/16/2024	12/13/2024	12/14/2024	

6. Picking Up the Car

When picking up a rental, the following acceptable identification types are required:

- Driver's License
- Employee ID/Badge
- Copy of Concur/CI Azumano itinerary (physical or electronic)

Make sure the gas or charge level is noted on the paperwork you receive from the vendor. If the ZEV is not sufficiently charged, you may ask for another one or to switch to a gas vehicle to have sufficient fuel.

Within the glovebox of the rental car, there should be:

- Vehicle Information
- Car Registration
- Charging Information if the car is a ZEV
- Insurance Information
- Roadside Assistance Information

If you encounter any issues, please reach out to CI Azumano travel agents and/or your agency Travel Coordinator(s).

7. Additional Resources

As a traveler, your first resource for all travel-related inquiries is your agency Travel Coordinator(s). Other helpful resources are:

7.1 Statewide Travel Program

Email: StatewideTravelProgram@dgs.ca.gov, ATTN: ZEV Rental Support

[Car Rentals 101](#)

[Car Rental Resources for State Travel](#)

[DGS OFAM 100 Short-Term Vehicle Justification Form](#)

[SAM 4117 Guide](#)

[Setting up a Profile in Concur \(Video\)](#)

[Statewide Travel Program Training Resources Page](#)

7.2 CI Azumano

[CI Azumano Webpage](#)

[Concur Login Page](#)

Email: Caltravel@ciazumano.com

Travel Agents: 877-454-8785 (use only if trip is in progress)