

# Best Practices: Renting a Car

<p><i>Renting from Hertz, Enterprise, National, Dollar and Thrifty Car Rental</i></p> <ol style="list-style-type: none"> <li>1. Travelers are expected to use the UC system-wide agreements when possible             <ol style="list-style-type: none"> <li>a. Current contract information for Hertz, Enterprise and National is on our website: <a href="http://afs.ucdavis.edu/cas-forms/car-agreements-ucd.html">http://afs.ucdavis.edu/cas-forms/car-agreements-ucd.html</a></li> <li>b. Dollar and Thrifty Car Rental are available only with BCD Travel through Connexus</li> <li>c. Reservations should be made through the Connexus portal as the UC Corporate ID (CDP#) is programmed with the Connexus agencies</li> </ol> </li> <li>2. UC Agreements automatically include required automobile insurance provided the CDP# is <b>printed on the traveler contract</b> at the time of rental             <ol style="list-style-type: none"> <li>a. Includes liability insurance limits and Loss Damage Waiver (LDW)</li> <li>b. UC travelers should decline any additional insurance in the CONUS</li> <li>c. Any purchase of additional insurance for rentals within the U.S. and with contracted vendors <b>is not reimbursable</b></li> </ol> </li> <li>3. Travelers should enroll in the membership plans with the contracted agencies             <ol style="list-style-type: none"> <li>a. Annual membership fees are waived for UC employees</li> <li>b. Memberships include free upgrades to a mid-size vehicle (“full size” is still considered an upgrade)</li> <li>c. Earn points toward free rentals</li> <li>d. Sign up with Hertz, Enterprise and National through our website: <a href="http://afs.ucdavis.edu/cas-forms/car-agreements-ucd.html">http://afs.ucdavis.edu/cas-forms/car-agreements-ucd.html</a></li> </ol> </li> <li>4. At time of rental, review the contract carefully             <ol style="list-style-type: none"> <li>a. Ask the rental representative to identify the CDP# and</li> <li>b. Be sure there are no additional/separate charges for insurance coverage</li> </ol> </li> </ol>
<p><i>Young Renters</i></p> <ol style="list-style-type: none"> <li>1. <b>Hertz/Enterprise/National</b> <ol style="list-style-type: none"> <li>a. Allow drivers aged 18-24</li> <li>b. Additional, reimbursable, surcharge may apply</li> </ol> </li> <li>2. <b>Dollar/Thrifty Car Rental</b> <ol style="list-style-type: none"> <li>a. No additional surcharge for renters aged 18-24 traveling on official University business when reserved with BCD Travel through Connexus</li> </ol> </li> </ol>
<p><i>Upgrades</i></p> <ol style="list-style-type: none"> <li>1. When the CDP# is provided, intermediate upgrades are free (“full size” is still considered an upgrade)</li> <li>2. Upgrades, other than intermediate as covered by UC agreements, must be justified as per travel policy G-28</li> <li>3. GPS rentals are reimbursable if the driver is unfamiliar with the area</li> </ol>
<p><i>Renting a car outside of the United States</i></p> <ol style="list-style-type: none"> <li>1. UC travelers should consider the purchase of additional CDW/LDW/SLI insurance when renting in foreign countries (even with the use of the CDP#)             <ol style="list-style-type: none"> <li>a. Contact Risk Management Services for guidelines as each country has different requirements</li> <li>b. This insurance cost is reimbursable</li> </ol> </li> </ol>
<p><i>Renting from a Non-UC Agreement Rental Agency</i></p> <ol style="list-style-type: none"> <li>1. If a UC contracted car rental agency is not available, travelers on official University business may utilize another car rental company</li> <li>2. The purchase of additional insurance coverage may be allowed (OCONUS LDW only)</li> <li>3. If a vehicle upgrade is necessary to accommodate a traveler’s needs, an exception to policy approval must accompany the reimbursement expense report. Please email the request to <a href="mailto:travelhelp@ucdavis.edu">travelhelp@ucdavis.edu</a>.</li> </ol>
<p><i>Paying for and Claiming Rental Car Expenses in MyTravel</i></p> <ol style="list-style-type: none"> <li>1. You must use a T&amp;E Card or personal credit card             <ol style="list-style-type: none"> <li>a. CTS is NOT an option for payment</li> <li>b. The T&amp;E Card is the preferred method of payment</li> </ol> </li> <li>2. Charges can be reconciled AFTER the trip by completing a travel expense report using itemized receipts             <ol style="list-style-type: none"> <li>a. Paid, itemized, receipts are required for all vehicle rentals, regardless of the dollar amount</li> <li>b. Receipts need to show if additional insurance coverage or other options were selected</li> <li>c. All paid upgrades must be explained and include documentation</li> <li>d. The receipt must show a zero balance in order to be reimbursed</li> </ol> </li> </ol>