



## Best Practices: Renting a Car

<b>Car rentals from Hertz, Enterprise, National, Dollar and Thrifty Car Rental</b>	
<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 at: <a href="https://supplychain.ucdavis.edu/travel-entertainment/travel/car-rental">https://supplychain.ucdavis.edu/travel-entertainment/travel/car-rental</a></li> <li>b. Dollar and Thrifty Car Rental are only available through AggieTravel</li> <li>c. Use AggieTravel for reservations to guarantee application of the UC Corporate ID (CDP#)</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 and Loss Damage Waiver (LDW)</li> <li>b. UC travelers should decline any additional insurance in the continental U.S.</li> </ol> </li> <li>3. Travelers are encouraged to enroll in membership programs with the contracted vendors               <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="https://supplychain.ucdavis.edu/travel-entertainment/travel/car-rental">https://supplychain.ucdavis.edu/travel-entertainment/travel/car-rental</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>	
<b>Young Renters (when reserved using AggieTravel)</b>	
<ol style="list-style-type: none"> <li>1. <b>Hertz/Enterprise/National</b> <ol style="list-style-type: none"> <li>a. Allows drivers aged 18-24 (reimbursable, surcharge may apply)</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <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</li> </ol> </li> </ol>
<b>Upgrades &amp; Add-ons</b>	
<ol style="list-style-type: none"> <li>1. When the CDP# is provided, intermediate upgrades are free ("full size" is an upgrade)</li> <li>2. All upgrades must be justified when reporting the expense, per travel policy G-28</li> <li>3. GPS rentals are reimbursable if the driver is unfamiliar with the area</li> <li>4. Fuel service option is allowable if driver is time constrained, but is not encouraged</li> <li>5. Toll fees are allowable, but toll violations (and other tickets or violations) are not reimbursable</li> </ol>	
<b>Renting a car outside of the United States</b>	
<ol style="list-style-type: none"> <li>1. UC travelers should purchase additional CDW/LDW/SLI insurance when renting in foreign countries (even with the use of the CDP#)</li> </ol>	<ul style="list-style-type: none"> <li>• Contact Risk Management Services for guidelines as each country has different requirements</li> <li>• Cost of OCONUS CDW/LDW/SLI insurance is reimbursable</li> </ul>
<b>Renting from a Non-UC Agreement Rental Agency</b>	
<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. If booking through a non-UC agency, employees should purchase of CDW/LDW/SLI insurance</li> </ol>	
<b>Paying for and Claiming Rental Car Expenses in AggieTravel</b>	
<ol style="list-style-type: none"> <li>1. You must use a Travel card (preferred) or personal credit card               <ol style="list-style-type: none"> <li>a. CTS (direct billing) is not an option for payment</li> </ol> </li> <li>2. Charges are reconciled in AggieTravel Expense               <ol style="list-style-type: none"> <li>a. Itemized receipts, showing proof of payment, are required for all vehicle rentals</li> <li>b. Receipts must show if additional insurance coverage or other options were selected</li> </ol> </li> <li>3. If a vehicle upgrade is necessary to accommodate a traveler's needs, indicate the upgrade in AggieTravel and include a detailed explanation and any supporting documentation in the expense report.</li> </ol>	