



Best Practices: Renting a Car

Car rentals from Hertz, Enterprise, National, Dollar and Thrifty Car Rental	
<ol style="list-style-type: none"> 1. Travelers are expected to use the UC system-wide agreements when possible <ol style="list-style-type: none"> a. Current contract information for Hertz, Enterprise and National is at: https://supplychain.ucdavis.edu/travel-entertainment/travel/car-rental b. Dollar and Thrifty Car Rental are only available through AggieTravel c. Use AggieTravel for reservations to guarantee application of the UC Corporate ID (CDP#) 2. UC Agreements automatically include required automobile insurance provided the CDP# is printed on the traveler contract at the time of rental <ol style="list-style-type: none"> a. Includes liability insurance and Loss Damage Waiver (LDW) b. UC travelers should decline any additional insurance in the continental U.S. 3. Travelers are encouraged to enroll in membership programs with the contracted vendors <ol style="list-style-type: none"> a. Annual membership fees are waived for UC employees b. Memberships include free upgrades to a mid-size vehicle ("full size" is still considered an upgrade) c. Earn points toward free rentals d. Sign up with Hertz, Enterprise and National through our website: https://supplychain.ucdavis.edu/travel-entertainment/travel/car-rental 4. At time of rental, review the contract carefully <ol style="list-style-type: none"> a. Ask the rental representative to identify the CDP#, and b. Be sure there are no additional/separate charges for insurance coverage 	
Young Renters (when reserved using AggieTravel)	
<ol style="list-style-type: none"> 1. Hertz/Enterprise/National <ol style="list-style-type: none"> a. Allows drivers aged 18-24 (reimbursable, surcharge may apply) 	<ol style="list-style-type: none"> 2. Dollar/Thrifty Car Rental <ol style="list-style-type: none"> a. No additional surcharge for renters aged 18-24 traveling on official university business
Upgrades & Add-ons	
<ol style="list-style-type: none"> 1. When the CDP# is provided, intermediate upgrades are free ("full size" is an upgrade) 2. All upgrades must be justified when reporting the expense, per travel policy G-28 3. GPS rentals are reimbursable if the driver is unfamiliar with the area 4. Fuel service option is allowable if driver is time constrained, but is not encouraged 5. Toll fees are allowable, but toll violations (and other tickets or violations) are not reimbursable 	
Renting a car outside of the United States	
<ol style="list-style-type: none"> 1. UC travelers should purchase additional CDW/LDW/SLI insurance when renting in foreign countries (even with the use of the CDP#) 	<ul style="list-style-type: none"> • Contact Risk Management Services for guidelines as each country has different requirements • Cost of OCONUS CDW/LDW/SLI insurance is reimbursable
Renting from a Non-UC Agreement Rental Agency	
<ol style="list-style-type: none"> 1. If a UC contracted car rental agency is not available, travelers on official university business may utilize another car rental company 2. If booking through a non-UC agency, employees should purchase of CDW/LDW/SLI insurance 	
Paying for and Claiming Rental Car Expenses in AggieTravel	
<ol style="list-style-type: none"> 1. You must use a Travel card (preferred) or personal credit card <ol style="list-style-type: none"> a. CTS (direct billing) is not an option for payment 2. Charges are reconciled in AggieTravel Expense <ol style="list-style-type: none"> a. Itemized receipts, showing proof of payment, are required for all vehicle rentals b. Receipts must show if additional insurance coverage or other options were selected 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. 	