

ENTERPRISE RENTAL CAR

Rental Cars

A vehicle may be rented when renting would be more advantageous to the University than other means of commercial transportation. Advance reservations should be made through Enterprise whenever possible using our corporate account for direct billing. A compact, economy, or intermediate vehicle should be requested. These classes should be used unless a no cost upgrade is provided. By booking online through Enterprise.com, charges will be directly billed to the University. In the event that airfare and a rental car are needed, Travel Consultants should be used to reserve both.

Official Contracted Car Rental Companies: Enterprise Rent-A-Car is the primary vendor for all state approved travel. The list below includes maximum daily rates for compact vehicles and the corporation discount identification number.

Contractor	Enterprise Rent-A-Car		National Rental
Base Rate	\$32.39		\$33.90
Maximum Rate	\$38.84		\$80.75
Reservation Phone	(866) 788-7053		(800) 227-7321
Corporate ID	Contact Katherine Landa (510) 885-3807		Contact Katherine Landa (510) 885-3807

The primary approved car rental agency for all travel is Enterprise Rent-A-Car. In the event that the primary vendor is unable to provide service, the secondary vendor to be used would be National. Employees must rent cars from the approved state car rental agency in order to have the auto liability insurance coverage. Please note when renting through Enterprise and National, under the state contract, you are covered and should not purchase any additional insurance. If you elect to purchase any additional insurance, you will not be reimbursed from the University. In order to rent a vehicle under the state contract, the traveler must be identified as a state employee and have a valid driver's license. Please contact Katherine Landa (510) 885-3807 for further details.

Travelers are **strongly encouraged** to return vehicles with a full tank of gas prior to dropping off the vehicle. Gas **should not** be purchased through the rental car agencies due to increased cost and additional fees that may be applicable.