

CAR RENTAL TIPS

DID YOU KNOW?

UC has rates with Hertz, Enterprise and National, and Dollar and Thrifty, and the UC Corporate ID (CDP#) for each are programmed with the Connexus agencies (BCD Travel, UCLA Travel, and SWABIZ). In order to receive the campus rates, you should reserve your car through the portal (travel.ucop.edu)

INSURANCE CONSIDERATIONS

UC employees should decline the Collision Damage Waiver (CDW), Loss Damage Waiver (LDW), and Supplemental Liability Insurance (SLI), when renting a car for business travel within the United States. The University has negotiated contracts that provide this insurance coverage (through the rental car company), but it is NOT applicable for personal rentals! Drivers on University business will obtain this coverage at no additional cost provided the CDP# is **printed on the traveler contract** at the time of rental. If the number is not printed on the contract and there is damage to the car, drivers will be responsible for any damage claims made by the rental company and/or a third party. Any purchase of additional insurance for rentals within the US is not a reimbursable expense.

Exceptions:

You should consider the purchase of additional CDW/LDW/SLI insurance when renting in foreign countries (even with the use of the CDP#). Please contact Risk Services for guidelines as each country has different requirements. This insurance cost will be reimbursable.

GUARANTEE UC RATES

- ✓ Make car rental reservations through Connexus whenever possible (or attach your loyalty account to the UC program through links provided in the portal);
- ✓ At time of rental, review the contract carefully. Ask the rental representative to identify the CDP# and be sure there are no additional/separate charges for insurance coverage;
- ✓ At time of payment, be sure that the receipt reflects the CDP# and that there are no additional charges for insurance

HOW DO YOU PAY

You must use a personal credit or corporate travel card, and charges can be reconciled AFTER the trip by completing a travel expense report using itemized receipts, which will also authorize any reimbursements necessary. **Please note:** The car receipt must show a zero balance in order to be reimbursed.

UPGRADES AND POLICY

UC negotiations have led to little or no price difference between the compact and intermediate level cars. As a result, UC policy was amended to allow for car rentals at the intermediate level without prior authorization. Additionally, UC employees are authorized operators and are included in any insurance coverage so secondary drivers who are UC employees do not need to be added separately to the rental agreement.

UC travelers who have loyalty membership in Hertz Gold or National Emerald club can also receive added benefits including waived annual fees, car upgrades (if available), and points toward free rentals. To enroll in loyalty programs for Hertz Gold and National Emerald Club, follow the links (provided in Connexus under "Why Connexus – UC Rates & Benefits – Cars") so that your loyalty program profile will include the CDP#.

- ✓ If you already have either Hertz Gold or National Emerald Club membership, you can attach your loyalty program to the UC program by following the same links.

YOUNG RENTERS (VALID DRIVER'S LICENSE AND MAJOR CREDIT CARD REQUIRED)

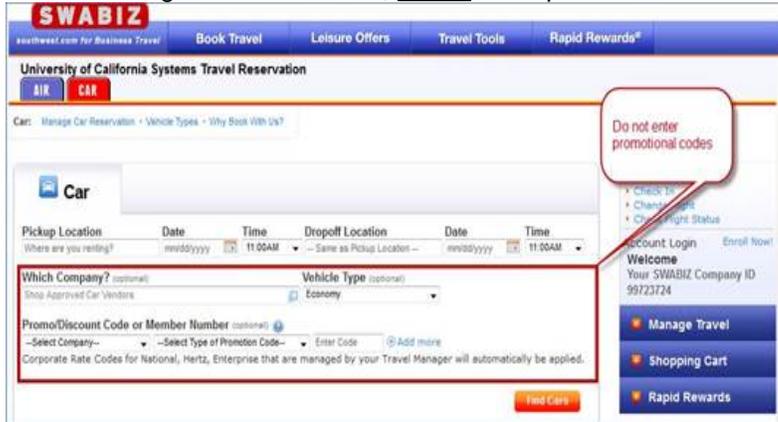
Enterprise/National: Renters aged 18-20 may use Enterprise (up to a full-size) only if traveling on official University business. Renters aged 21-25 may use National and/or Enterprise with no additional surcharge.

Hertz: No additional surcharge for renters aged 18-24 traveling on official University business or renters aged 21-24 for any rentals (business or personal).

BOOKING CARS ONLINE WITH CONNEXXUS AGENCIES

SWABIZ

When booking cars via SWABIZ, do not enter promotional codes in the optional fields:

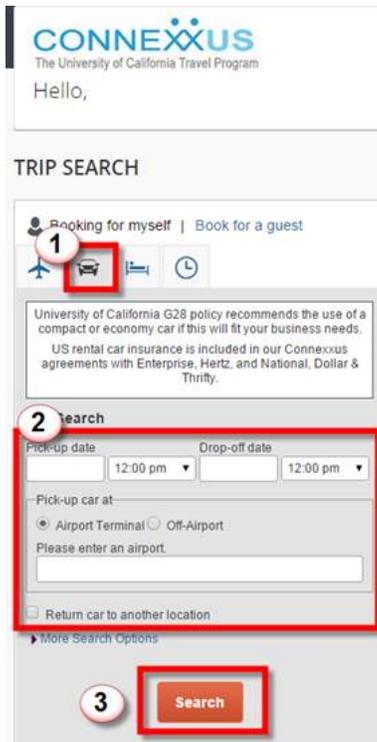


BCD TRAVEL

Select BCD Travel “Book Now” to begin the online reservation:



Enter your search parameters:



Select the

vehicle from the results matrix:

All 75 results	Mini Car	Economy Car	Compact Car	Intermediate Car	Intermediate Car Hybrid	Standard Car	Full-size Car	Premium Car	Luxury Car
Expedia	--	32.00	32.00	33.00	--	34.00	34.00	45.00	--
Thrifty	--	32.00	32.00	33.00	--	34.00	34.00	45.00	--
Enterprise	--	33.43	33.43	33.43	--	38.84	40.94	46.19	60.89
Hertz	39.00	35.00	35.00	37.00	40.00	38.00	38.00	48.00	62.00
Avis	--	35.89	35.89	36.86	--	37.83	38.80	45.59	51.90

Sorted By: Vendor (A-Z)	more info	Expedia	
Intermediate Car (Sabre)	\$33.00 per day (Corporate rate)	Unlimited miles Automatic transmission Total cost \$50.83*	
Intermediate Four Door Car (Sabre)	\$33.00 per day (Corporate rate)	Unlimited miles Automatic transmission Total cost \$50.83*	
Intermediate Car (Sabre)	\$33.43 per day (Corporate rate)	Unlimited miles Automatic transmission Total cost \$51.35*	
Intermediate Car (Sabre)	\$37.00 per day (Corporate rate)	Unlimited miles Automatic transmission Total cost \$59.00*	

REVIEW THE RESERVATION AND FOLLOW THE STEPS ON THE SUBSEQUENT SCREENS TO FINALIZE CAR RENTAL BOOKING.