How do I know when it is appropriate to rent a car?

Ask yourself the question: Would I get a rental car if I were traveling at my own expense? If the answer is no, you probably shouldn’t be renting a car at UC’s expense.

As we all know, travel policy G-28 states that transportation expenses shall be reimbursed based on the most economical mode of transportation. So you should only rent a car when it makes economic and business sense. Please compare alternatives before you travel. For instance:

- At a multi-day conference or meeting, it is often more economical to share a taxi or take a shuttle to your hotel than to rent a car, as the cost can really add up once you factor in the additional expense of parking and gas.

- When taking a day trip to Merced however, it usually is more economical to rent a car, rather than to drive your own personal car.

How do I rent a car for UC business travel?

- Rent from one of UC’s preferred vendors: National, Hertz or Enterprise.

- Use the UC corporate ID when renting (Connexxus will automatically use these IDs):
  - Enterprise XZ23CO3
  - Hertz 1782575
  - National 5026032

- Rent a compact, economy or intermediate class of car unless there is a valid business reason for a larger vehicle.