FOR ALL RENTAL CAR DRIVERS ON UC BUSINESS

PICKING UP YOUR RENTAL CAR...don’t drive off without ensuring that:

- You’re renting from one of UC’s preferred vendors: Enterprise, Hertz or National
- You’re getting our UC-negotiated rate and the UC Corporate ID# is on the contract: Enterprise XZ23CO3; Hertz 1782575; National 5026032
- You’re being charged for a compact, economy or intermediate car class
- Insurance has not been added (our UC agreements cover insurance at no charge)
- Roadside assistance has not been added; if you break down, the rental car agency will send a tow truck or you’ll be reimbursed after-the-fact
- A GPS device has not been added; generally we cannot reimburse for this expense unless you’re unfamiliar with the travel area
- You understand that frequent flyer service fees are not reimbursable

BEFORE DROPPING OFF YOUR RENTAL CAR...be sure to:

- Stop at the gas station to fill up your tank; post fill-ups at the rental car location are exorbitant – unless it’s a gallon or two, you should be purchasing your fuel elsewhere

DROPPING OFF YOUR RENTAL CAR...don’t pay or leave without ensuring that:

- The final receipt is correct!
- The final receipt shows a zero balance and proof-of-payment—this is critical for reimbursement

OBTAINING A RECEIPT AFTER-THE-FACT

Enterprise – https://www.enterprise.com/car_rental/ticketReceiptRequest.do or 800-264-6350
Hertz – https://www.hertz.com/rentacar/receipts/request-receipts.do or 800-654-4173
National – https://nationalcar.custhelp.com/app/ask or 800-468-3334

YOU CAN REACH US AT:

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