The August 2015   BRC Blast of the Month

RENTAL CAR REMINDERS FOR UC BUSINESS TRAVELERS

PLANNING FOR & RESERVING A RENTAL CAR

- Book through Connexxus using one of UC's preferred vendors: Enterprise & National, Hertz, and Dollar & Thrifty to obtain the UC negotiated rates and benefits.
- Enroll in rental agency loyalty programs through Connexxus for additional perks such as annual fee waivers, car upgrades, and points towards free rentals!
- Access Connexxus at: https://travel.ucop.edu/connexxus/

PICKING UP YOUR RENTAL CAR…before driving off, check to confirm:

- The UC Agreement Number is on the contract and you're getting the UC negotiated rate;
- You are only 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); and
- A GPS device has **not** been added (unless you're unfamiliar with the travel area).

BEFORE DROPPING OFF YOUR RENTAL CAR…be sure to:

- Stop at a gas station to fill up your tank (post fill-ups at the rental location are exorbitant; unless it's a gallon or two, purchase your fuel elsewhere).

DROPPING OFF YOUR RENTAL CAR...don't pay or leave without confirming that:

- The final invoice/receipt is correct and shows a zero balance/proof-of-payment.

IMPORTANT – Even with handheld returns in the rental lot, return agents print two receipts: the "Amount Due" invoice for traveler's approval and then the "Agreed To"/Final invoice with a zero balance (see attached Enterprise/National Invoicing). *Be sure to submit the "Agreed To"/Final Invoice to the BRC for reimbursement*.