



DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL MANAGEMENT PROGRAM
TRAVEL BULLETIN

Travel Bulletin: # 13-08

Effective Date: Immediately

Expiration Date: Until Rescinded

SUBJECT: Process Change for Enterprise Car Rental Vehicle Pick Up

PURPOSE OF THE BULLETIN: To Notify Travelers of Change in Procedures When Picking Up a Vehicle from Enterprise Car Rental

REFERENCE: N/A

Purpose	This Travel Bulletin announces a change to Enterprise Car Rental vehicle pick up process for State Rentals effective immediately.
New Process	Travelers are currently required to provide their CA Driver's License when picking up a rental vehicle from Enterprise. For security reasons, renters will now be required to show a second form of identification at the rental counter. Travelers should be prepared to present a State issued ID badge or a business card that identifies them as a state traveler.
DGS Statewide Travel Program Contract Administrator	If you need additional information or assistance, please contact: Georgia Kattenhorn, Travel Program Specialist DGS Statewide Travel Program (916) 376-3990 Phone (916) 376-3999 Fax georgia.kattenhorn@dgs.ca.gov