



DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL MANAGEMENT PROGRAM
TRAVEL BULLETIN

Travel Bulletin: # 13-08 R

Effective Date:

September 16, 2013

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Until Rescinded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:

Travel Bulleting 13-08

<p>Purpose</p>	<p>This Travel Bulletin announces a change to Enterprise Car Rental vehicle pick up process for State Rentals effective immediately.</p>
<p>New Process</p>	<p>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 two forms of identification to ensure a smooth delivery of service.</p> <p>The following are acceptable as a 2nd form of ID:</p> <ul style="list-style-type: none"> • An <u>Employee Issued ID Badge.</u> • One of your <u>Business Cards.</u> • A copy of your <u>Travel Itinerary</u> if your reservations were made through Concur Travel. • An <u>Authorization Letter</u> on your letterhead including the renter’s name, date of rental, and a contact name and number from your agency for verification purposes.
<p>DGS Statewide Travel Program Contract Administrator</p>	<p>If you need additional information or assistance, please contact:</p> <p>Georgia Kattenhorn, Travel Program Specialist DGS Statewide Travel Program (916) 376-3990 Phone (916) 376-3999 Fax georgia.kattenhorn@dgs.ca.gov</p>