



To: All University Employees

From: Michael Metzger
Vice President for Finance and Administration

Date: February 19, 2020

Re: **Update to Fredonia's Travel Information Regarding Rental Cars**

New York State's Office of General Services (OGS) has established new "business use" rental car contracts **effective February 4, 2020**.

Contract numbers, rental prices and rental locations have changed. Please be sure to go to Accounting's Travel web page and review the [PGB 23174 Award](#) and [Rental Car FAQs](#). The full impact of these contract changes is not fully known at this time, but the basic information our employees should know is:

New Contract Numbers and participating locations:

- **Hertz PS68908**
 - Can rent from all nationwide locations and certain international Hertz locations.
- **Enterprise PS68982**
- **National PS68983**
 - Can rent from all Enterprise and National locations within the State of New York and locations within the following counties in Connecticut, New Jersey and Vermont.
 - Connecticut: Fairfield, Litchfield, and New Haven.
 - New Jersey: Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, and Union.
 - Vermont: Addison, Bennington, Caledonia, Chittenden, Franklin, Lamoille, Orange, Orleans, Rutland, Windham, and Windsor.

New Pricing:

- Hertz - Economy/Compact \$31.00 per day - \$155.00 per week - \$620.00 per month
 - Intermediate/Standard \$33.00 per day - \$165.00 per week - \$660.00 per month
- Enterprise/National - Economy/Company \$33.00 per day - \$165.00 per week - \$660.00 per month
 - Intermediate/Standard \$34.75 per day - \$173.75 per week - \$695.00 per month

As a reminder:

- An Intermediate/Standard size vehicle is the largest vehicle an employee is allowed to rent.
 - If a larger vehicle is needed for a "group" with less than 6 participants traveling together, prior approval must be given by the Director of University Accounting.
- Travelers renting a car within the USA at rental locations listed on the above State Contract Numbers do NOT need to purchase the extra insurance coverage.
 - Insurance coverage for renting cars in foreign countries varies from country to country.
- State Rental car Contracts should be utilized when traveling in one of the Hertz, Enterprise or National cities. If traveling in a city where there is no Hertz, Enterprise or National location(s), employees may use another provider. HOWEVER, paying via a state-issued TRAVEL or NET Visa Card is highly recommended. The Visa TRAVEL and NET Card(s) offers Collision Damage Waiver (CDW) insurance for damage to the rental car.
 - In the rare sudden-travel situation that the employee's only option is to rent from a non-contracted supplier and does not have a state-issued travel card, the employee should purchase CDW insurance.
 - State-issued TRAVEL and NET Cards can be obtained within 4-7 business days. Please complete the Travel Card Agreement Form(s) found on the [Travel](#) web page.

Additional Items to Note:

- When completing a Travel Authorization Form an employee should be doing and submitting a cost calculation which documents that the "**least expensive**" options were utilized.
 - Rental car calculation should consider rental rates, city/airport surcharges and one-way drop fees. Traveler "convenience" is not part of the calculation. All authorized travel is in the "best interest of the State." All rental car pricing can be found in the [PGB 23174 Award](#).
- When an employee travels on official State business, only actual, necessary and reasonable business expenses will be reimbursed.
- It is the employee's responsibility to know their trip has been approved, Trip Allowance amount, and the travel rules BEFORE making any reservations and committing any funds.

If you have any questions, please call University Accounting/Accounts Payable at Ext. 3467.

Thank you.