



Vehicle Rentals

The State of California has a negotiated rental car agreement. The primary car rental vendor is Enterprise Rent-A-Car for all government travel. In the event the primary vendor is unable to provide service, the secondary vendor should be used. The secondary vendor, Vanguard Car Rental USA, is the parent company of Alamo and National Car Rental. Departments are required to ensure the secondary vendor is only used when the primary vendor is unable to provide service.

Primary Vendor

Enterprise Rent-A-Car

Base Rate \$37.75

Maximum Rate \$39.00 (excluding New York City)

Secondary Vendor

Vanguard Car Rental USA: Alamo / National

Base Rate \$33.90

Maximum Rate \$80.75

Enterprise Car Rental

To rent a vehicle please click on the following link:

<https://elink.enterprise.com/en/21/03/cal-poly.html>

Select the Enterprise Rent-A-Car link and enter the location of the rental.

1. Dates needed
2. Choose vehicle needed
3. Select appropriate branch
4. Enter Renter's Contact Information
5. Input CPC billing number (For information, contact the Travel desk at 756-1454.)

6. Enter valid Org Key to be charged (You will not be required to use a credit card. Your rental will be direct billed to your project/department.)

Input the rental car expense under the direct-billed section when you submit your travel claim.

In the event that the primary vendor is unable to provide service, the secondary vendor should be used. To book with Alamo and National, please call Giselle's Travel. When booking through Giselle's, your rental car will be billed directly to Cal Poly. Please do not list this as a personal expense on your claim form.

In the event an employee rents from a company that does not have a contract with CPC, his/her department or agency may be legally responsible for all damages (bodily injury, death and property damage) sustained by others as well as property damage to the rental vehicle.

See the [Travel Guidelines](#) section or call Ann Ormonde at (805) 756-1454 for more travel info.

Insurance Information

When renting a truck locally, the Enterprise Rental Agency should be used in order to have appropriate insurance coverage and to obtain the state contracted rate. No other rental agencies offer truck rentals under the state contract. If unable to use Enterprise to rent a truck, the additional insurance the rental agency offers must be purchased and reimbursed on your travel claim. The following [insurance grid](#) provides important information regarding automobile insurance coverage for a variety of different travel scenarios.