

**CALIFORNIA INSTITUTE OF TECHNOLOGY  
RENTAL CAR AGREEMENTS 2015**

**Reservations**

**\*\*Travelers are encouraged to use preferred rental car agencies. The Institute's insurance does not provide coverage for Domestic rentals from non-preferred agencies. When renting under preferred car agencies please decline insurance for all Domestic travel. For Foreign travel insurance must be purchased.**



**National** reservations may be made online at <https://www.nationalcar.com/index.do?action=resRentalInfo.do&contractId=XZ32S52> via National's toll-free reservations number 1-800-CAR-RENT, or by calling Caltech's preferred Travel Agency. Insurance is included on rentals for business purposes. *Please note: National does allow driving on Saddle Road for those travelers headed to the Keck Observatory on the Island of Hawaii.* **ID# XZ32S52**

**Emerald Club members: will be able to bypass the counter and choose any car from the Emerald Aisle at no additional cost as long as they book a midsize vehicle. To enroll in the Emerald Club, please click on the following link, <http://www.nationalcar.com/offer/XZ32S52> or contact Muriel Sandoval x6273. There is no charge for membership.**

**Enterprise Rent-A-Car** reservations may be made online at [http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=002&cust=XZ32S52&referedPage=multiDivOffer](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=XZ32S52&referedPage=multiDivOffer) via Enterprise's toll-free reservations number (valid only when calling from the US) 1-800-RENTACAR, or by calling Caltech's preferred Travel Agency. Local rentals in the Pasadena area can be made by calling the Pasadena Rental Branch at (626) 405-0900 and state you are with Caltech and your department. **ID# XZ32S52**

(For Travel Agency information, please use following link: <http://procurement.caltech.edu/documents/54-travelagreements.pdf>)

Enterprise's rates include damage waiver and liability insurance on Caltech business rentals. To compare Corporate Rates versus Promotional Rates via the Enterprise Website, it will be necessary to perform two separate searches: one for the Corporate Rate, and another for the best available Promotional Rates. Keep in mind that insurance is only included with the Caltech Corporate business rentals.

When picking up the vehicle, travelers should be prepared to provide a Driver's License and Caltech identification upon request. Enterprise will accept debit cards, but additional qualifications may apply. Please call the location you intend to rent from for details. The minimum age for a Caltech business rental under Institute agreements is 18 years of age with ERAC and Hertz. However, some vehicle car classes may be restricted. Call for details.

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**Hertz** reservations may be made online at <http://www.hertz.com>, via Hertz's toll-free reservations number (valid only when calling from the US) 1-800-654-3131, or by calling Caltech's preferred Travel Agency.

(For Travel Agency information, please use following link: <http://procurement.caltech.edu/purchasing/travelagreements.shtml>)

Always provide the Caltech Corporate Discount Plan (CDP) number, **63515**. You will be asked whether the rental is for business or personal reasons. If Caltech is reimbursing any portion of the Hertz Rental, free insurance is included. When booking online, it is recommended that you **DO NOT SELECT** "Quote me the program my company has negotiated," because this will limit the quote display to only Caltech's corporate rates. Lower promotional rates for which the rental may qualify will not be included if this option is selected.

### **Billing of Rental Cars**

To arrange car rentals to be billed directly to the Institute, there are several options available. Please contact the Travel Department on extension 6273.

### **Insurance**

#### **Rentals within the 50 United States and DC**

Travelers should use an Institute preferred car rental company and reference the agreement, which affords primary liability and comprehensive/collision (CDW/LDW) coverage at no cost to the Institute. The Institute's insurance covers the vehicle rented for business purposes for domestic travel on an excess basis. Travelers should decline any optional insurance coverage offered. The cost of optional insurance coverage taken on rentals in the 50 United States and the District of Columbia is not a reimbursable travel expense.

**\*Note: Travelers are encouraged to use preferred rental car agencies. The Institute's insurance does not provide coverage for domestic rentals from non-preferred agencies.**

#### **Rentals outside the 50 United States and DC**



On Institute business, only established, well-known car rental companies should be used. Drivers should be familiar with prevailing license and driving rules in electing to rent a vehicle. If not automatically included, the traveler should accept the optional liability and CDW/LDW insurance coverage at the minimum limits offered. The cost of this coverage is a reimbursable travel expense for rentals outside of the 50 United States and the District of Columbia.

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**Accidents**

If involved in an accident, follow the rental company's accident reporting instructions, in addition to forwarding a copy of the report to the Risk Management Office, Mail Code 2-42. If you have questions regarding accidents or insurance, call Darren Artura, in Caltech's Risk Management Office, at ext. 6878.

**NATIONWIDE RESOURCES**

 <p>LDW included in the rates Drivers must be 18 or Over</p> <p>1-800-654-3011 Reservations <a href="http://www.hertz.com">http://www.hertz.com</a> Agreement - CDP No. <b>63515</b> Free #1 Club for Caltech employees:</p> <p>Enroll online at: <a href="http://www.hertz.com/goldcorp">http://www.hertz.com/goldcorp</a> Enter the Company Name: Caltech (this field is case sensitive) Enter the CDP number: <b>63515</b> Enter the promotion code: 5764</p>	 <p><b>ENTERPRISE RENT-A-CAR</b> LDW included in the rates Drivers must be 21 or over</p> <p>1-800-RENT-A-CAR Reservations <a href="http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&amp;cust=XZ32S52&amp;referedPage=multiDivOffer">http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&amp;cust=XZ32S52&amp;referedPage=multiDivOffer</a></p> <p>Agreement No. <b>XZ32S52</b></p>	 <p><b>NATIONAL CAR RENTAL</b> LDW included in rates Attention: KECK Travelers OK TO DRIVE VEHICLES ON SADDLE ROAD on BIG ISLAND of HAWAII Drivers must be 21 or over 1-800-CAR-RENT</p> <p><a href="https://www.nationalcar.com/index.do?action=resRentalInfo.do&amp;contractId=XZ32S52">https://www.nationalcar.com/index.do?action=resRentalInfo.do&amp;contractId=XZ32S52</a></p> <p>Agreement No. <b>XZ32S52</b> Free Emerald Aisle Enrollment for Caltech employees: <a href="http://www.nationalcar.com/offer/XZ32S52">http://www.nationalcar.com/offer/XZ32S52</a></p>
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***Local Resources:*** Both Enterprise and Hertz will deliver cars to campus, or pick them up if needed. You must call the numbers provided below to arrange this service. Hertz or Enterprise central reservations cannot arrange for campus delivery or pick up of vehicles.

**NON-BUSINESS RENTALS**



**FOR NON-BUSINESS RENTALS** please use the following link to make your reservation with National or Enterprise  
[http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=CALTEP](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=CALTEP)



**FOR NON-BUSINESS RENTALS-** when booking please let the agent know the rental will be for personal use.

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<p><b>HERTZ</b> LDW included in the rates</p> <p>2738 East Colorado Blvd. Pasadena, CA 91107</p> <p>Phone (626) 578-0443 Fax (626) 578-0543</p> <p>Agreement - CDP No. <b>63515</b></p>	<p><b>ENTERPRISE RENT-A-CAR</b> CDW included in the rates</p> <p>1890 East Colorado Blvd. Pasadena, CA 91107</p> <p>Phone (626) 405-0900 Fax (626) 405-9963</p> <p>Agreement No. XZ32S52</p>
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**MULTI-MONTH RESOURCES**

Multi-Month Rentals are defined as more than 62-days and include the Loss Damage Waiver in the rate. Contact Travel Services, ext. 6273, if you need assistance with a multi-month rental.

<p><b>HERTZ (Pasadena)</b> LDW included in rates</p>	<p><b>NATIONAL CAR RENTAL</b> CDW included in rates</p>
<i>Compact: \$912.00 (unlimited miles)</i>	<i>Compact: \$900 (unlimited miles)</i>
<i>Mid-Size: \$960.00 (unlimited miles)</i>	<i>Mid-Size: \$950 (unlimited miles)</i>
<i>Full-Size 2 door: \$1056.00 (unlimited miles)</i>	<i>Full-Size: \$1020.00 (unlimited miles)</i>
<i>Premium: 5% discount off best available rate</i>	<i>Premium: \$1300.00 (unlimited miles)</i>
<i>Luxury: 5% discount off best available rate</i>	<i>Luxury: \$1400.00 (3000 free miles then \$.30/mile)</i>
<i>Minivan: 5% discount off best available rate</i>	<i>Minivan: \$1340.00 (3000 free miles then \$.30/mile)</i>
<i>Rates do not include 9.75% CA tax and \$.94/day vehicle licensing fee</i>	<i>Rates do not include 9.75% CA tax and \$.94/day vehicle licensing fee</i>