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Circular 85-10

March 12, 1985

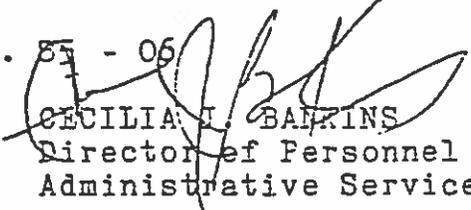
<p>U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION</p> <p>Bureau of Apprentice- ship and Training Washington, D.C. 20213</p> <p>Symbols: TDT/MMW</p>	<p><u>Distribution:</u></p> <p>A-542/RD</p>	<p><u>SUBJECT:</u> <u>CODE:</u> 900</p> <p>Short Term Automobile Rental Procedures</p> <p><u>ACTION:</u> Due date:</p>
<p><u>PURPOSE:</u> To transmit to the BAT Regional Directors information on "Short Term Automobile Rental Procedures," which became effective March 1, 1985.</p> <p><u>BACKGROUND:</u> The General Services Administration has completed the phase-out of their dispatch service for short-term automobile requirements.</p> <p>To replace the dispatch service, GSA and the Department of Defense, Military Traffic Management Command (MTMC) have reached agreement that civilian and military agencies will share a common vehicle rental system.</p> <p>The complete procedures are adequately described in the attached Travel Bulletin No. 85-06 from the ETA Director of Personnel and Administrative Services.</p> <p><u>ACTION:</u> All ATRs should be informed about this new procedure for short term automobile rentals.</p> <p>Attachment</p>		



February 28, 1985

TRAVEL BULLETIN NO. 85 - 06

FROM:


CECILIA I. BARKINS
Director of Personnel and
Administrative Services

SUBJECT: Short Term Automobile Rental Procedures

The General Services Administration has completed the phase-out of their dispatch service for short-term automobile requirements.

To replace the dispatch service, GSA and the Department of Defense, Military Traffic Management Command (MTMC) have reached agreement that civilian and military agencies will share a common vehicle rental system beginning March 1, 1985. This arrangement promises considerably enhanced service to civilian agencies over the previously mandatory "751" vehicle rental schedules.

Under this program, participating companies will provide flat daily rates with unlimited mileage to Federal agencies. Many of these companies also offer discounted, unlimited mileage weekly rates, and several offer discounted one-way rental rates. While the flat rates may be slightly higher than some of the previous contract rates where the rental car is driven only a limited number of miles, rates will be lower when higher mileage is driven. For your information, attached is a listing of the participating companies and their daily rates according to automobile size.

To reserve a vehicle for local duty use, simply telephone the servicing GSA Fleet Management Center (FMC). The FMC will assign an order number to each reservation. For identification, the customer driver will reference the order number and present a government identification card.

The rental companies will bill the appropriate FMCs on a monthly basis. The FMCs will then charge back the using agencies via the SIBAC system for the rental charges. If damages have been incurred due to accidents, the rental companies will bill these charges directly to the using agencies in accordance with the GSA/DOD agreement. Employees who elect to take the collision waiver offered at additional expense by automobile rental companies should be aware that the charges are not reimbursable.

When an employee is charged directly for damage to a rental vehicle, the Federal Tort Claims Act provides for reimbursement of such charges when damage is incurred in the conduct of official business. This position has been upheld by a series of Comptroller General decisions.

The reservation and billing procedures via the GSA FMC are applicable only if using the FMC that services the specific geographic area within the normal duty station of the driver.

While the discounted rates are applicable to employees under travel authorization, automobiles must be reserved by the agency directly with the rental company. When the vehicle is returned, the company will either accept payment, or bill the customer agency, according to its practice.

Specific and updated details concerning the short-term vehicle rental program will appear in each monthly Federal Travel Directory. This publication is issued by GSA and DOD, and must be ordered from the Government Printing Office under number ISSN: 0278-0941.

Attachment

RENTAL CAR INFORMATION

Participating locations of a number of major rental car companies have agreed to make special flat rates negotiated by the Military Traffic Management Command available to Government employees. Following is a list of these companies along with their toll free reservation numbers and the cost per day by car size:

<u>RENTAL COMPANY</u> <u>AND</u> <u>TOLL FREE NUMBER</u>	<u>COST PER DAY BY CAR SIZE</u>			
	<u>ECONOMY</u>	<u>COMPACT</u>	<u>MID-SIZE</u>	<u>FULL SIZE</u>
<u>DOLLAR</u> 800-421-2029 800-262-1520 (CA)	\$24	\$24	\$24	\$24
<u>THRIFTY</u> 800-331-4200	\$24	\$24	\$24	\$24
<u>AMERICAN INT'L</u> 800-527-0202 800-442-5757 (TX)	\$23	\$24	\$24	\$26
<u>BUDGET</u> 800-527-0700 800-442-0700 (TX)	\$26	\$26	\$26	\$26
<u>AVIS</u> 800-331-1441	\$26	\$29	\$30	\$31
<u>HERTZ</u> 800-654-3131 1-800-522-3711 (OK)	\$26	\$29	\$30	\$31
<u>NATIONAL</u> 800-328-4567 800-252-6064 (MN)	\$26	\$29	\$30	\$31

REGIONAL COMPANIES THAT ALSO OFFER GOVERNMENT RATES ARE AS FOLLOWS:

<u>AMERICAR</u> 800-336-7400 800-533-6100 (in VA)	\$23	\$23	\$23	\$23
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<u>AJAX</u> 800-421-0896 800-262-1776 (in CA)	\$22	\$23	\$24	\$25
<u>HOLIDAY PAYLESS</u> 800-237-2804 813-381-2758 (in FL)	\$21	\$24	\$26	\$28
<u>GENERAL*</u> 800-432-0659 (in FL) 800-327-7607	\$23	N/A	\$27	\$30

* Rates include free collision Damage Waiver Coverage.

ADDITIONAL COMPANIES THAT OFFER GOVERNMENT RATES:

CALIFORNIA

	<u>Compact</u>	<u>Mid-Size</u>	<u>Full-Size</u>
<u>AMERICAN AUTO RENTAL AND SALES CO, INC.</u> 800-331-2020	\$21.75	\$21.75	\$21.75

Location(s): Monterey, CA

VIRGINIA

	<u>Economy</u>	<u>Compact</u>	<u>Mid-Size</u>	<u>Full-Size</u>
<u>CHOICE AUTO RENTALS, LTD</u> 800-441-8200	\$25	\$25	\$25	\$29.95

Location(s): Springfield, VA, Reston, VA, Dale City, VA, and Quantico, VA.

1. Rates include unlimited free mileage with customer paying for gas used. Note Cars should be returned with the same amount of gas as when dispatched to avoid additional refueling charges.

2. Cars must normally be returned to renting locations for rates to apply. In metropolitan area it is often possible to pick up at one airport and drop at another with no additional charge, however, authorization to do so should be confirmed when making reservations.

3. ~~One-day~~ Rentals

a. National offers the rates specified above plus a charge of 11 to 14 cents per mile.

b. Hertz offers the rates specified above plus a charge of 18 cents per mile.

c. Avis offers a 50 percent discount from regular time and mileage rates. Call Avis to obtain rates.

Note: Always confirm all costs and charges prior to arranging any intercity rentals.

4. Most companies offer weekly rates which are approximately six times the daily rate. Note: For rentals of a week or longer other special rates may also be available. Always inquire prior to making reservations.

5. In the New York metropolitan area add \$3 to \$5 per day more depending on car size and rental company used. In Manhattan rates do not apply on weekends.

6. Flat rates are also available on larger size cars from National and Budget. Avis and Hertz offer a 20 percent discount from normal rates. Call for prices.

7. Budget, Avis, Hertz, National and Thrifty have similar flat rates available in Alaska, Hawaii and Canada. Discounts are also available in many other overseas areas. Call the company concerned for details.

8. Government travel orders, ID cards, or car rental company ID cards will be accepted as proof of eligibility for special rates. When performing official travel and payment will be with cash, travel orders will normally be accepted in lieu of a cash deposit. Travelers without credit cards should be advised to confirm local policy with the rental location before making reservations. When rental is for personal reasons, use of a credit card will help in arranging the rental. Otherwise a substantial cash deposit and other identification may be required.

9. Quoted rates are available from participating locations. These include most major airports and cities in the US. If there is any doubt, verify the rate when making reservations.

10. With the exception of General Rent-A-Car, rates do not include full collision damage coverage. Travelers electing to pay the extra charge for CDW are reminded they will not be reimbursed for this expense since the government is self insured. Charges to the employee as the result of damage or theft to a rental car is reimbursable provided he or she was not negligent.

11. Toll free numbers listed above are for arranging reservations and providing information on locations participating in the DOD discount program. For more specific information or to obtain company ID cards which will assist frequent travelers in the reservations and billing process, contact the following:

AJAX RENT A CAR
305-871-5050
1-800-327-8675

Mr. Jack Galinas
4121 Northwest 25th Street
Miami, FL 33142

AMERICAN AUTO RENTAL
AND SALES CO., INC.
408-649-1611

AMERICAN INT'L RENT A CAR
201-585-8180

AMERICAR
703-823-2400
800-336-7400

AVIS RENT A CAR
301-441-3405

BUDGET RENT A CAR CORP
404-952-2912

800-621-2380

CHOICE AUTO RENTALS LTD.
703-455-5222

DOLLAR RENT A CAR SYSTEM, INC.
301-294-0794

GENERAL RENT A CAR
305-871-4440

HERTZ CORPORATION
703-683-5333

HOLIDAY/ PAYLESS
813-381-2758

NATIONAL
703-671-6400

800-328-6333

Ms. Donna Nixon
801 Airport Road
PO Box 1509
Monterey, CA 93940

Mr. Joe Neary
#1 Bridge Plaza, Suite 400
Ft Lee, NJ 07024

Ms. M. Joan McCreary
440 S. Pickett Street
Alexandria, VA 22304

Mr. Bob Weaver
6301 Ivy Lane, Suite 710
Greenbelt, MD 20770

Mr. Thad Kilby
1901 Powers Ferry Road, N. W.
Suite 140
Marietta, GA 30067

COMPLAINTS/PROBLEMS
Ms. Barbara Fitzgerald

Mr. Theodore Stephens
7830 Backlick Road
Springfield, VA 22150

Mr. Andrew J. Kress, Jr.
24 Wood Lane
Rockville, MD 20850

Mr. Jacques Abitan
1600 Northwest Le Jeune Road
Miami, FL 33126

Mr. William Conger
700 N. Fairfax Street
Alexandria, VA 22314

Mr. Mike Harley
5510 Gulfport Boulevard
St. Petersburg, FL 33707

Mr. Jim Bergstrom
5205 Leesburg Pike, Suite 211
Falls Church, VA 22041
COMPLAINTS/PROBLEMS

THRIFTY RENT A CAR
703-549-5804

Mr. Tim Dorsey
427 North Lee Street
Alexandria, VA 22314

12. Billing problems or complaints should first be brought to the attention of the manager of the renting location. If the reply is unsatisfactory, the company representative listed above should be contacted. For DOD employees unresolved problems may be forwarded to Headquarters, Military Traffic Management Command, ATTN: PISN, Washington, DC 20315. Other government agencies should contact the Travel and Transportation Division, Office of Federal Supply and Services, General Services Administration, Washington, DC 20406.