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Contact Us

Accounting

Acctg-admin@uthscsa.edu

Purchasing

purchadmin@uthscsa.edu

HSC Travel Services

traveladmin@uthscsa.edu

TO: Executive Committee Members, Department Heads,
Department Administrators, Faculty & Staff

FROM: Andrea M. Marks, MBA, CPA
Vice President and Chief Financial Officer

SUBJECT: Changes to UT Contracted Car Rental Agencies

Effective Wednesday, May 15, 2013, UT System has awarded three contracts for rental of vehicles for official business. The contracted car rental agencies are Enterprise/National, Avis/Budget, and Hertz. The contracts are in effect through January 18, 2018. The UT System Travel Council has negotiated and secured favorable system-wide car rental contracts intended to generate savings for UT components. The contracts give UT travelers a choice between five different well-known car rental brands and allow for direct billing of rental expense to the university. When using direct billing under these contracts, the car rental is paid directly by the university and employees do not need to pay the rental fees personally and request reimbursement.

Mandatory use of UT contracted car rental agencies

In order to negotiate the most favorable rates for airfare and related travel agency fee structure, all components of the University of Texas System are committed to using the contracted agencies *exclusively* for rental of vehicles for official university business. For this reason, UT System has made use of the contracted agencies mandatory for vehicle rentals needed for university travel.

Exception to mandatory use

There is an allowable exception to the policy of mandatory use. It is permitted to procure alternate car rental arrangements when none of the contracted companies can provide 1) the required vehicle type, 2) on the date required, and 3) at the location required.

Accessing contracted Car Rental services

You may access the contracted car rental rates and services by one of three methods:

1. Call the contracted car rental agencies directly (contact information on the last page of this bulletin)
2. Arrange for car rental through Corporate Travel Planners travel agency when ordering airfare
3. Order a direct billed rental car through the UTHSCSA portal

Direct Billing of vehicle rental for official university business

You may access the web pages for direct payment of rental car charges via the [INSIDE UTHSCA](#) web portal. Once logged in, click on the SERVICES tab, Travel Services section. You must reserve your rental car online through the UTHSCSA portal for Direct Billing. This is the only method for accessing Direct Billing.

Direct Billing should be used for official university business rentals only. Do not order a direct billed rental car for personal travel, or if your trip will be a combination official university business and personal business. For personal or personal/business travel, you may still obtain contracted rental car rates by contacting the car rental agencies at the phone numbers listed at the end of this bulletin.

Other policies relating to vehicle rental for official university business

UT System ([UTS157](#)) policy encourages employees to use rented vehicles instead of personal vehicles for official university business to obtain more favorable liability insurance coverage. When employees rent vehicles instead of using a personal vehicle for business travel, UT System's Hired/Non-Owned insurance provides coverage in addition to that provided through the contracted rental car agreement. When an employee utilizes their own vehicle to conduct official University business, the employee's "personal auto insurance will be primary at all times."

Also, the State of Texas policy regarding conservation of funds ([Texas Government Code section 660.007](#)) indicates that agencies should "minimize the amount of travel expenses paid or reimbursed by the agency. The agency shall ensure that each travel arrangement is the most cost effective considering all relevant circumstances." Based on this principle, employees should use a rental car versus personal vehicle for official business travel when it is cost effective to do so.

Contacts

Additional information on how to access the contracted rental agency and manage vehicle reservations for official university business is located on the [UTHSC Travel Website](#) under the [Contract Car Rentals](#) tab.

UT Contracted Car Rental Agencies

<p style="text-align: center;"><i>Enterprise</i></p> <p>Toll-Free: (800) 261-7331, 24 hours a day</p> <p>Dedicated UT System Help Line: 512-912-5500, M-F, 7:30 AM to 6 PM</p> <p>Customer Number: Contact Travel Services</p>	<p style="text-align: center;"><i>National</i></p> <p>Toll Free: (800) 227-7368, 24 hours a day</p> <p>Dedicated UT System Help Line: 512-912-5500, M-F, 7:30 AM to 6 PM</p> <p>Contract ID Number: Contact Travel Services</p>
<p style="text-align: center;"><u>Avis</u></p> <p>Toll-Free: (800) 633-3469, 24 hours a day</p> <p>Dedicated UT Account Rep Holly Ferguson 800-525-7521, ext 931695</p> <p>Avis Worldwide Discount Number: Contact Travel Services</p>	<p style="text-align: center;"><u>Budget</u></p> <p>Toll-Free: (800) 218-7992, 24 hours a day</p> <p>Dedicated UT Account Rep Holly Ferguson 800-525-7521, ext 931695</p> <p>Budget Corporate Discount: Contact Travel Services</p>
<p style="text-align: center;"><u>Hertz</u></p> <p>New Reservations: (800) 654-3131</p> <p>Existing Reservations (800) 654-5060</p> <p>Contract Account Number: Contact Travel Services</p>	

Please contact traveladmin@uthscsa.edu or Vikki Ross, Senior Director of Supply Chain Management, at rossv@uthscsa.edu with any questions or requests for additional information regarding use of rental vehicles under UT contract.