




UC Car Rental Agreements (revised 6/22/2010)

The agreements on this site are for use by UCR employees traveling on University business. Agreements and price lists for each vendor are available at the UCOP travel information website: <http://www.ucop.edu/purchserv/travelinfo.html>

Company Name	Web link for direct booking (click below)	Location ID - UC Riverside	Reservation Phone #	UC Agreement Number & Expiration Date
	Hertz	72131	(888) 222-0286	084/OP/006 (10/31/2010)
	Enterprise	XZ32N01	(800) 261-7331	084/OP/007 (11/30/2010)
	National	5007822	(800) 227-7368	084/OP/007 (11/30/2010)

A. Online Booking:

*Click on Company Name or web link above. The location ID needed for reservation is automatically populated.

OR

* login to Connexus through Rspace/Travel Planning and Expense Reporting or open a web browser, type connexus.ucr.edu, enter your UCR NetID and password.

B. Telephone Booking:

- Call the appropriate reservation phone number above.
- identify yourself as a University of California, Riverside traveler.
- provide the vendor with the "Location ID" above at the time of reservation.
- make sure the UC Riverside Location ID number above is cited on the rental contract.
- DO NOT purchase additional insurance (rental contract includes Collision Damage Waiver (CDW) and Liability Damage Waiver (LDW) at no additional cost).
- provide your UC corporate travel card or personal credit card.

Insurance:

In the U.S. (including Alaska and Hawaii), Collision Damage Waiver (CDW) and Liability Damage Waiver (LDW)/Liability insurance are provided.

Please decline additional insurance coverage if offered by the car rental agent. Car rental companies have been instructed to put internal controls in place to be sure optional coverage is not offered to any UC faculty or staff renting a car for University Business.

Outside the U.S., CDW and Theft protection are generally included for most European countries (see the links below for details to the agreements).

[Enterprise/ National](#)

[Hertz](#)

Note: You should buy insurance if the location or country is not covered in the contract.

Reservations made and paid with US Bank Travel and Entertainment Corporate Card

You are also covered with a worldwide full value primary Auto Rental Insurance for collision, theft, vandalism, appraisal fees, and loss of use when the rental is paid with the U.S. Bank Corporate Card. There is no additional charge for this coverage.

What to Do in the Event of an Accident

In the event of an accident while using a rental car:

- Contact the local police department where the accident happened
 - Notify the rental car agency where you rented the vehicle
 - Provide other involved parties with information from the rental car agreement
 - Report the incident to Steve LaShier, Director of Risk Management, at extension 2-5892, as soon as possible.
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