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## Rental Process for Zero-Emission Vehicles

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1. Select the car icon to begin your reservation.
2. Enter your pick-up and drop-off dates/times.
3. Enter your pick-up location.

The screenshot shows the Concur Trip Search interface. On the left, the 'Trip Search' section has a navigation bar with icons for flight, car, and hotel. A red box highlights the car icon. Below it, a message states: 'State of California does not reimburse for Navigational Systems (GPS) or Ski Racks'. The 'Car Search' section has two red boxes: one around the 'Pick-up date' and 'Drop-off date' fields (both set to 12:00 pm) and another around the 'Pick-up car at' section, which has radio buttons for 'Airport Terminal' (selected) and 'Off-Airport', and a text input field with the placeholder 'Please enter an airport.'. A 'Search' button is at the bottom. On the right, the 'Alerts' section has a message about Triplt, and the 'Company Notes' section shows the CI AZUMANO logo and a welcome message. The 'My Trips (0)' section shows 'You currently have no upcoming trips.'



Travelers will see a prompt noting that electric car rentals are not currently available for shopping in Concur but can be requested at the end of the booking process.

4. Click "Continue."

The message box contains the following text: 'Electric car rentals are not currently available for shopping in Concur but can be requested at the end of the booking process. If an electric car is desired, book an intermediate car and you will be prompted at the end of your booking to submit your electric car request.' At the bottom right, there are two buttons: 'Cancel' and 'Continue', with the 'Continue' button highlighted in red.

5. Use the search results to select an Intermediate Car.

Displaying: 2 out of 30 results.

 **Intermediate Car - \$40.54 per day** (Galileo)  
  
Automatic transmission  
Unlimited miles, Pick-up: Terminal: SMF  
Adults: 4, Large bags: 1, Small bags: 2   
(Corporate rate)

Total cost

**\$178.50**

Preferred Car Vendor for General Services Location details


6. Review your trip, then click “Reserve Car and Continue.”

### Review Price Summary

Description	Daily Rate	Dates	Total
Enterprise Car Rental	\$40.54	Jul 15 - Jul 17	\$178.50*
<b>Total Estimated Cost: \$178.50</b>			
<b>Total Due Now: \$0.00**</b>			


\* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees in  
\*\* Remaining amount due at rental location.


Back **Reserve Car and Continue**

7. Finalize your trip by clicking “Next” at the bottom of the  page.

### Reservations

Monday, July 15, 2024

 **Enterprise Car Rental at: Sacramento US (SMF)** Change | Cancel  
Pick-up at: Sacramento US (SMF)  
**Pick Up: 08:00 AM** *Mon Jul 15*  
Pick-up at: Sacramento US (SMF)  
Number of Cars: 1  
**Return: 05:00 PM** *Wed Jul 17*  
Returning to: Sacramento US (SMF)  
**Confirmation: 1298470335COUNT**  
Status: **Confirmed**  
Frequent Guest Number: XXXX0937  
Rate Code: Z2UBMS  
**Additional Details**  
Rate: \$40.54 USD daily rate, unlimited  
Total Rate: \$178.50 USD  
Corporate Discount: XZCA199  
**Rental Details**  
Intermediate / Car / Automatic transmission / Air conditioning

 [Add to your Itinerary](#)

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#### Total Estimated Cost

Car:	<b>\$178.50 USD</b>
Total Estimated Cost:	<b>\$178.50 USD</b>

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#### Remarks

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If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

**Next >>** Cancel Trip

8. On the trip booking information page, a prompt will display asking if an electric car is preferred, if available. A selection of Yes or No is required.

**Trip Summary**

Finalize Trip

- Review Travel Details
- Enter Trip Information
- Submit Trip Confirmation

**Trip Booking Information**

The trip name and description are for your record keeping convenience.

**Trip Name**  
This will appear in your upcoming trip list.

**Trip Description** (optional)  
Used to identify the trip purpose

Car/Hotel Reservation      Testing

Send a copy of the confirmation to:

Send my email confirmation as  
 HTML  Plain-text

I agree to the Terms of Use and have read and will comply with State of CA travel and expense policy [Required]  
Yes

Why was no hotel reserved? [Required]  
I will not be staying in a hotel on this trip

You have booked a car rental – would you prefer an electric car if available? – Yes/No [Required]  
YES

Purpose of Trip [Required]  
Conference

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.  
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip   << Previous   Next >>   Cancel Trip

You have booked a car rental – would you prefer an electric car if available? – Yes/No [Required]

YES

NO

9. After confirming your trip, the itinerary will indicate whether an electric car was booked, as well as the car type and daily rate. Refer to the “Note” section of the itinerary.

Enterprise Rent A Car  
THU, MAY 30, 2024

PICK UP 12:00 PM THU, MAY 30	DROP OFF 12:00 PM FRI, MAY 31	Status: Confirmed
<input type="checkbox"/> Sacramento International Terminal 6327 Aviation Dr Sacramento, CA 95837-1116 United States		Confirmation: 1297857100COUNT
<input type="checkbox"/> +1 (833) 823-5639		Duration: 24 Hours

Type: Intermediate 2/4 Door Automatic Electric   Corp. Discount: XXxXx199

Frequent Traveler ID: XXXX0937   Daily Rate: USD 58.00 Daily, Unlimited Mileage

Est. Total: USD 82.03

Note: YOUR CAR RENTAL HAS BEEN MODIFIED TO AN ELECTRIC CAR

Enterprise Rent A Car		
WED, APR 10, 2024		
PICK UP	DROP OFF	Status: Confirmed
12:00 PM WED, APR 10	12:00 PM THU, APR 11	Confirmation: 1560602810COUNT
<input type="checkbox"/> San Francisco Intl Arpt Terminal 780 North McDonnell Rd San Francisco, CA 94128 United States <input type="checkbox"/> +1 (833) 635-0431		Duration: 24 Hours Mileage: Unlimited
Type: Intermediate 2/4 Door Automatic Corp. Discount: XXxXx145		
Frequent Traveler ID: XXXX8855 Daily Rate: USD 40.54 Daily, Unlimited Mileage		
Est. Total: USD 79.40		
Note: ELECTRIC CAR NOT AVAILBLE FOR THE DATES AND LOCATION REQUESTED		

Due to limited inventory, it is recommended to reserve a ZEV at least 48 hours in advance, whenever possible.

### ZEV Availability

Current ZEV availability statewide is limited. The highest concentrations of ZEV inventory will be at the following locations:

- Downtown Sacramento (722 12<sup>th</sup> Street, Sacramento, CA 95814)
- Sacramento International Airport (SMF)
- Ontario International Airport (ONT)
- Los Angeles International Airport (LAX)

Further expansion of ZEV availability is being planned and additional updates will be posted on the DGS Statewide Travel Program website as they are available (<https://www.dgs.ca.gov/OFAM/Travel>).

Note: Renting a ZEV from Enterprise at the contracted rate does not require completion/approval of a DGS OFAM 100 Short-Term Vehicle Justification Form.

### DGS Contact

DGS Statewide Travel Program  
 Phone: (916) 376-3974  
 Email: [StatewideTravelProgram@dgs.ca.gov](mailto:StatewideTravelProgram@dgs.ca.gov)  
 ATTN: ZEV Rental Support