



**DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL PROGRAM
TRAVEL BULLETIN**

Travel Bulletin: #24-03

Effective Date: June 1, 2024

Subject: Zero-Emission Vehicle Preference for State Business Rentals

Purpose: Notice Regarding Statewide Preferences for Zero-Emission Vehicle Rentals for State Business

Reference: [State Administrative Manual \(SAM\) Section 4117.2](#), [SAM Section 0700](#), [SAM Section 0750](#), [California Department of Human Resources \(CalHR\) Manual Section 2201](#)

Purpose


This Travel Bulletin outlines the Department of General Services' (DGS') efforts to encourage renting Zero-Emission Vehicles (ZEVs) in place of Internal Combustion Engine (ICE) vehicles by state employees when traveling on official state business. ZEVs are contractually provided to state travelers via the Commercial Car Rental (CCR) contract with Enterprise Holdings, Inc. (Enterprise) and may be reserved in the Concur online booking tool and/or through the state's contracted travel agency.

Preference

Employees traveling on official business for the state of California are encouraged to consider the feasibility of a ZEV as their car class of choice for all trips that require the use of a rental vehicle and will prioritize renting a ZEV when available and practical. Trips that require travel within urban and suburban areas, as well as trips under 200 miles of total travel distance, are best suited for ZEV rentals. Longer trips over 200 miles may still be well-suited for ZEV use, but it is recommended that travelers plan ahead regarding ZEV charging needs and utilize the ZEV trip planning tools provided by Enterprise and DGS (links provided below).

Rental Process

Travelers will see a prompt at the beginning of reserving a vehicle in Concur. This prompt notes that 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, the traveler must book an intermediate car, then follow additional prompts at the end of their booking.

 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.


[Cancel](#) [Continue](#)

A prompt will display at the end of the booking process asking if an electric car is preferred, if available.

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

YES
NO

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 <input type="checkbox"/> +1 (833) 823-5639		Confirmation: 1297857100COUNT
Type: Intermediate 2/4 Door Automatic Electric Corp. Discount: XXxXx199		Duration: 24 Hours
Frequent Traveler ID: XXXX0937 Daily Rate: USD 58.00 Daily, Unlimited Mileage		Mileage: Unlimited
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 12:00 PM WED, APR 10	DROP OFF 12:00 PM THU, APR 11	Status: Confirmed
<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		Confirmation: 1560602810COUNT
Type: Intermediate 2/4 Door Automatic Corp. Discount: XXxXx145		Duration: 24 Hours
Frequent Traveler ID: XXXX8855 Daily Rate: USD 40.54 Daily, Unlimited Mileage		Mileage: Unlimited
Est. Total: USD 79.40		
Note: ELECTRIC CAR NOT AVAILABLE 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.

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

- Downtown Sacramento (722 12th 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 (<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.

Education

Enterprise will provide operational documentation and customer support for all ZEV rentals.

Travelers must provide a receipt for any out-of-pocket charging costs and follow all applicable agency and [California Department of Human Resources \(CalHR\)](#) policies when seeking reimbursement. ZEV charging providers may require travelers to set up an account prior to use.

Travelers are encouraged to use trip planning apps such as Apple Maps, Google Maps, PlugShare and Waze to locate charging stations available during the course of their trip.

Charging Support and Tools

- ChargePoint Map: [ChargePoint - Station Map](#)
- PlugShare Map: [Find EV Charging in California | PlugShare](#)
- Charging Tips: [How to Maximize EV Range | J.D. Power](#)
- Kia Niro EV Features and Tips: [2023-Kia-Niro-EV-Vehicle-Feature-Tips.pdf](#)
- Nissan Information on Charging a Leaf: [Nissan - How to Charge a Leaf](#)
- Hyundai Information on the Kona EV: [Kona EV Features](#) and/or [Kona EV Quick Reference Manual](#)
- Tesla: [Charging Instructions](#)

DGS Contact

DGS Statewide Travel Program

Phone: (916) 376-3974

Email: StatewideTravelProgram@dgs.ca.gov

ATTN: ZEV Rental Support