

Statewide Travel Program Car Rentals 101

All contracted vehicle rental rates are available for use by employees of participating agencies for travel on official business. These rates are only accessible through STP's contracted Travel Management Services (TMS) provider. Book your entire business trip using the online booking tool, Concur; or by calling the state's only authorized [travel agency](#).

Vendors

The Statewide Travel Program has a contract for discounted rental rates with Enterprise-Rent-A-Car, which includes National Car Rental.

Benefits to renting a vehicle with STP

- Discounted rates
- Insurance
- Damage waiver
- Unlimited miles
- No one-way drop fees
- Market rate fuel
- Rental age lowered to 21 years old

If renting a car on an international trip or from a non-contracted vendor, the traveler must:

pay out of pocket and seek reimbursement.

add insurance at pick-up.

7 Best Practices to Booking Vehicles

Use the state's contracted vendors for all vehicle rentals.*

Book compact or intermediate vehicles.*

Book all portions of a trip in one itinerary to avoid excess fees.

Book Zero Emission Vehicles when available.

Book airport locations, as they have extended hours for pick-up and drop-off.

Use the [Trip Optimizer Tool](#) to assure cost-effectiveness.

Always pay tolls on time.

***Applies to Executive Branches only**

Must receive advanced approval for:
Vehicles larger than intermediate size
Non-contracted vendors

If you would like a discount code for personal rental, reach out to your agency's Travel Coordinator from your work email

Additional Resources

- [SAM 4117.2](#)
- [Car Rental Resources](#)
- [Mileage Reimbursement Calculator](#)
- [DGS Office of Risk and Insurance Management Claims](#)
- [Process for Booking an Electric Vehicle](#)
- [OFAM 100 Short-Term Vehicle Justification Form](#)
- [Specialty Vehicle Reservation Form](#)

Refueling

If the vehicle is returned with less fuel than when it was picked up, the traveler will be charged the market-fuel rate.

If a traveler refuels their vehicle, they need to keep the receipts for reimbursement.