

RENTAL CARS

The receipt issued by a motor vehicle rental company must be included in the supporting documentation for a reimbursement of the cost of renting a motor vehicle from the company. The receipt must be original and complete. A receipt that has been altered by any person other than the company is unacceptable.

The receipt must show the following:

1. The starting and ending dates of the rental;
2. Specify the name of the motor vehicle rental company;
3. Specify the name of the renter;
4. Itemized list of the expenses incurred.

If the receipt does not provide all the preceding items and the rental contract provides the missing items, then the contract also may be included in the supporting documentation. The contract must also be original, complete, and unaltered.

State contracted rental car agencies must be used where available. A “Loss/Damage Waiver” and primary liability insurance (persons & property outside the rental vehicle) is included in the contract rental car agreement. **Request** the State of Texas Contract Rate in order to receive the insurance coverage. The state traveler **MUST** give the assigned state agency identifier number in order to obtain the State of Texas contract rental car rates. (See “rental car contracts” on the following page for the numbers). **DO NOT** accept the Loss/Damage Waiver (LDW) when renting a car using the JP Morgan Chase Travel Credit Card, as it is included in the credit card contract.

If the traveler uses a non-contract rental agency due to unavailability and does not use a credit card that provides insurance coverage, such as the JP Morgan Chase Travel credit card, then the traveler will be reimbursed for the Loss/Damage Waiver (LDW). To be reimbursed, you must provide written explanation as to the reason a non-contract rental agency was used.

You may use online websites for all of the Rental Car Contract Agencies when making your reservations. Be sure you put the state agency identifier number in the proper place.

ADVANTAGE - Identifier number should be put on page one of website, listed in STEP 3,
Corporate Rate: 734TXC
Click on “Get Rate Quote”

AVIS - Identifier number should be put on second page of website, listed under
Discount Codes rate type, Avis Worldwide Discount (AWD): F999734

ENTERPRISE - Identifier number should be put on page one of website, listed in Number 3,
Optional: Coupon, Customer, or Corporate Number TX734.
You will then be directed to the Corporate Account Sign In. Enter: LAM