

## Direct Billing

Direct billing can be done on a monthly basis or on a per rental basis.

There are two types of direct billing options approved by the State:

- 1) HCC (Hertz Billing Account Program) - This will allow individual employees to have an HCC number. This number is to be placed in their Gold profile as their form of payment. Any rentals by this individual will be billed directly to the company. This card can only be used for a Hertz car rental.**
- 2) GCC (Direct Bill to Procurement Card) – This program allows a company with a centralized procurement card to have it set as the form of payment for a specified rental. This can only be done with permission from the credit card company.

These two means of billing are the only way to have your Department/Agency/Office be billed for an employee's rental. Otherwise it must be done on a traveler's personal credit card.