

MEMORANDUM FOR: State of Missouri Employees



Program and Services Summary

Hertz is excited to offer State of Missouri Employees our best in class programs and benefits.

Below is a brief description of these services which will make your Hertz Rental Experience even more rewarding.

When making a reservation for business travel, make sure you use the following Corporate Discount Number:

State of Missouri Corporate Discount Number (CDP): **Your Dept/Agency CDP Number**

Hertz #1 Club Gold®

Signing up for Hertz #1 Club Gold means you can bypass the regular rental counter and proceed directly to your pre-assigned vehicle, saving your valuable time. It also means you only have to complete one rental agreement for all time with Hertz. And you only have to tell Hertz your rental preferences exactly one time. To enroll in the Hertz #1 Club Gold Program, please fill out the paper Gold Application that your Travel Manager has. This allows us to set up a direct bill without your personal Credit Card.

Your #1 Club Gold number will be returned to your Travel Manager once it is created and has Hertz Direct Bill established. This process may take 3-4 weeks.

The most important part of the booking/rental process after your Gold membership and Direct Bill is set up is to **book every State of Missouri rental with Hertz using your (or your traveler's) Gold Number.** This will provide you with expedited service and ensure that your rental is billed directly back to your Department/Agency.

Rentals can be booked through the Hertz/State of Missouri Booking portal available on the State Intranet site.

Overview of the Hertz Program

- Effective through October 18, 2012.
- For use by all State of Missouri Agencies, Political Subdivisions and Non-Profit Corporations, Participating Institutions of Higher Education (College & Universities, Community & Technical Colleges).
- The State Contract includes LDW/Liability Coverage for Business Rentals only and **only on the State Contracted Rate at participating locations**. The CDP # must be noted on the Rental Agreement. If the terms of the rental agreement are violated, LDW/Liability Coverage will not apply.
- Drivers must have a Valid Drivers License and Credit Card and be at least 18 years of age at participating locations.
- State issued Corporate Credit Cards and personal credit cards are acceptable Forms of Payment.
- Hertz has Direct Billing Programs available for your convenience. If you are interested in setting up a Direct Billing Program, contact Pat Hawn at phawn@hertz.com or 314-264-7375.
- Accidents – you must promptly report any accident, theft or vandalism involving the car to Hertz and to the police.
- Airport Concession Fees and Taxes are a separate charge and are not covered under the Contract Agreement.
- One-way rentals at participating locations are charged \$125/rental if distance exceeds 500 miles.
- Daily Loss of Use Fee; \$50.00
- NeverLost (GPS) is \$12.95/day.
- Sirius Satellite Radio is \$3.00/day.
- International Discounts apply.
- It is recommended that you fill up the gas tank prior to return.
- The following rates are for rentals returned to the Renting City and have Unlimited Miles.

<u>Car Class</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>
Economy	\$27.00	\$148.50
Compact	\$27.00	\$148.50
Intermediate	\$31.00	\$170.50
Standard	\$33.00	\$181.50
Full Size	\$33.00	\$181.50
Premium	\$59.00	\$324.00
Luxury	\$79.00	\$434.50
Minivan	\$54.00	\$297.00
SUV	\$59.59	\$324.50
*12 passenger van	\$79.79	\$434.50
*Standard Hybrids	\$39.00/\$41.00	\$214.50/\$225.50

City Surcharges:

<u>State</u>	<u>Location</u>	<u>Daily Surcharge</u>	
California	Burbank Airport	\$3.00	
	John Wayne Airport	\$3.00	
	Oakland Airport	\$3.00	
	San Jose Airport	\$3.00	
	San Luis Obispo	\$13.00	
Idaho	Boise	\$6.00	
	Idaho Falls	\$6.00	
	Pocatello	\$6.00	
	Sun Valley	\$6.00	
Illinois	Chicago	\$8.00	
Maryland	Baltimore	\$8.00	
Massachusetts	Boston	\$8.00	
Michigan	Detroit	\$8.00	
Montana	Butte	\$10.00	
	Missoula	\$10.00	
New Jersey	Newark	\$19.00	
New York	JFK, LGA Airports	\$29.00	
	Manhattan	\$29.00	
	Philadelphia	\$8.00	
Pennsylvania	Bend	\$10.00	
	Klamath Falls	\$10.00	
	Medford	\$10.00	
	Pendleton	\$10.00	
	Redmond	\$10.00	
	Salem	\$10.00	
	Sun River	\$10.00	
	Washington	Pasco	\$10.00
		Pullman	\$6.00
		Spokane	\$6.00
Walla Walla		\$10.00	
Wenatchee		\$10.00	
Washington DC	Yakima	\$10.00	
		\$8.00	

Important U.S. Phone Numbers

General Reservations	1-800-654-3131
Hertz #1 Club Gold Department	1-800-227-4653
Emergency Road Service	1-800-654-5060
Extending a Current Rental	1-800-654-4174

To Set Up a Direct Bill Program – contact Pat Hawn at phawn@hertz.com (314-264-7375).

For questions relating specifically to the Contract – Cindy Dixon at Cindy.Dixon@oa.mo.gov

Hertz Support Team

Account Manager	Pat Hawn – phawn@hertz.com (314) 264-7375
Account Service Rep	Sue Harrison – sharrison@hertz.com (314) 264-7371
First Choice Customer Service Hours: 8:30 AM to 5:00 PM Local Time	Firstchoicesstlouis@hertz.com (800) 220-2261