



Vehicle Rental Changes (Effective July 1, 2011)

The Division of Fleet Operations (DFO) utilizes many different resources to help State of Utah agencies fulfill their respective missions.

DFO is currently contracted with Enterprise Rent-A-Car (ERAC) to help agencies across the state gain access to more than 30 ERAC locations helping state agencies with their short term vehicle rental needs.

Changes to the ERAC contract, which will go into effect July 1, 2011, include the following:

Fueling Cards

Gascards will no longer be available with any Enterprise Rent-A-Car vehicle reservation. Below are some suggestions for fueling the vehicle.

- **Business Travel Card**

Apply for a State Business Travel Card (BTC) at statetravel.utah.gov. This is an individual liability card and so you will need to seek reimbursement from your agency using the [Finance Form FI51A](#) and pay your business travel card bill each month.

- **Travel Cost Reimbursement**

Use your personal funds to pay for the fuel purchases and seek reimbursement from your agency using the [Finance Form FI51A](#).



Making a Reservation

Reservations will continue to be made at the www.fleet.utah.gov website. You will need to select from a drop down, an agent to send the request to. You will receive an email from that agent with your confirmed reservation information.

Changing a Reservation

Prior to picking up the vehicle, changes to reservations can be made with Tami Nelson or Kevin Lucus

After the vehicle has been picked up and you need to make any changes to the rental please make contact with the Enterprise location where the vehicle was picked up from. The location contact information can be found on the Enterprise rental agreement.

Reservation Billing

Reservation billing will continue through the current process, with the exception of the mileage charges which will no longer be included in the reservation.

Contacts

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