



## Information Announcement

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# New Information for Renting Cars and Booking Travel Online

May 18, 2015

### OGS Passenger Vehicle Rental Contract

When renting a vehicle from the state passenger car rental contract with Enterprise, National, or Hertz, the account codes below must be provided to reservation agents at the time of booking. The codes give reservation agents all of the information related to the state's contract including rental rates and insurance requirements. State rates are not guaranteed without the use of these codes. Please note, these codes are to be used by state employees only; non-state employees may not rent vehicles using these account codes.

- Enterprise and National – **XZ24A19**
- Hertz – **65909**

More information on the rental car contract can be found at <http://ogs.ny.gov/BU/SS/Trav/default.asp> by clicking on Passenger Car Rental under Travel Contracts. You will find:

- Rates (Price List)
- Program & Services Summary
- Online Reservation Links
- Agreement Information
- Passenger Vehicle Rental Frequently Asked Questions

### Booking Travel Online

Child Travel New York, Inc. (Child Travel), the state's travel management service now offers online travel reservations. To get started, the finance offices at agencies planning to use the online system must provide Child Travel with a key contact person who will serve as the agency travel liaison. This person will be responsible for establishing travelers' accounts with Child Travel and notifying Child Travel when an employee's travel account needs to be disabled.

For access to the online system, agencies must request, complete and submit an agency profile form to Child Travel. This form, which must be submitted by the agency travel liaison will include a list of all travelers for your agency. To request an agency profile form email your request to Child Travel at [NYS@dt.com](mailto:NYS@dt.com). Once Child Travel receives the completed form they will send a welcome email with detailed registration and training instructions for booking online travel to each traveler listed.

## **Receipt Requirements**

As a reminder, travelers, including non-employee travelers (NET), must provide receipts with expense reports in accordance with the Office of the State Comptroller's (OSC) new requirements for receipts. For more information please refer to the **Travel Updates Revised** announcement dated March 10, 2015, on the BSC website at [http://bsc.ogs.ny.gov/sites/default/files/Travel\\_Updates\\_Revised.pdf](http://bsc.ogs.ny.gov/sites/default/files/Travel_Updates_Revised.pdf) and the OSC Travel Manual at <http://www.osc.state.ny.us/agencies/travel/manual.pdf>.

For questions regarding this announcement, please contact the BSC Travel Unit at (518) 457-4272 or [OGSTravel.Unit@ogs.ny.gov](mailto:OGSTravel.Unit@ogs.ny.gov).