



IN REPLY  
REFER TO

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DLSC-LDT

**MEMORANDUM FOR DISTRIBUTION**

**SUBJECT: Travel Bulletin 98-01, Car Rental Program**

There are many changes taking place in Federal Travel policy and regulations. One of the areas that is most important to our employees is the U.S. Government Car Rental Agreement Program. Military Traffic Management Command (MTMC) manages this program for all federal agencies.

The attachment provides some of the benefits and rules that are associated with the Car Rental Program. I recommend that you provide this letter and attachment to all your employees who are required to travel.

There are 36 rental companies that participate in the MTMC car rental program. You will participate in this program through your Commercial Travel Office (CTO). Detailed information for this program is available for federal employees by accessing the MTMC home page at <http://mtmc.army.mil>.

Points of contact for additional travel information are your local CTO or Deborah Beckner at (703) 767-3622, (DSN 427-3622).

DAVID A. ELLISON  
Colonel, USAF  
Chief, Transportation Team  
Logistics Management

attachment

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## Car Rental Program - Benefits and Rules

### BENEFITS

- Employees between the age of 18-25 are allowed to rent at no additional charge
- There are no blackout dates
- Unlimited miles
- No charge for additional drivers
- Loss damage waiver at no cost for 300K per incident, 100K liability per person and 25K in property damage per incident
- Federal employees can reserve and rent cars with American Express, official travel orders and cash
- Rental companies must get federal workers into their cars within 25 minutes of their arrival
- Companies operating in foreign countries maintain standard prices in local currency
- Under certain circumstances, with some benefits excluded, contractors can rent vehicles at government prices
- Separate discounts to federal employees on leisure travel may be available
- Some companies offer leisure travel rates for federal retirees

### RULES

- Authorized size is always compact unless the number of passengers or mission requirements dictate a larger vehicle and then the extenuating circumstances must be documented on the travel orders.
- Larger size vehicles are not authorized due to the physical size of occupants
- Insurance waivers do not include protection for stolen or damaged personal property, this personal insurance can be purchased by employees without reimbursement by the government
- Official travel and leisure travel should not be mixed on same contract
- If a collision should occur, immediately contact both the rental company and MTMC (703-681-6393; DSN 761).
- Be sure to inquire about specific requirements as benefits and rules may vary depending on rental company

attachment