

**From:** Charlene Rendon [mailto:Charlene.Rendon@cpa.state.tx.us]

**Sent:** Friday, October 02, 2009 9:05 AM

**To:** TPASS COOP Purchasing

**Subject:** State Travel Contract Updates

TO: State Agency, University, and Cooperative Purchasing Travel Coordinators

DATE: October 1, 2009

SUBJECT: Travel Contract Updates

**Rental car contracts** have been extended with Avis and Enterprise for a five-month term to expire on February 28, 2010. Terms and conditions remain unchanged for both vendors, while rate increases will apply on the following car types with Enterprise's Texas locations effective October 1, 2009:

Car Type	Daily	Weekly	Monthly
Compact Car	\$32.50	\$178.75	\$715
Intermediate/Standard	\$34.50	\$189.75	\$759
Full Size	\$36.50	\$200.75	\$803

#### **Enterprise**

Enterprise has stopped offering one-way rentals for the general public; they will continue to offer the one-way rental program for state contract rentals only. When calling to reserve a one-way rental, please make sure to:

- contact the rental location directly, not the 800 reservation number
- make it clear this is a state contract rental and provide your entity's rate identifier number

#### **Avis**

Avis has implemented a smoke-free policy effective October 1, 2009. Avis has created a new inspection process and cleaning fee (up to \$250 if the vehicle is returned and it smells of smoke) just to guarantee that your vehicle really is clean and smoke-free. This fee is non-reimbursable and is the responsibility of the renter. Upon securing your rental, should you notice an odor, please inform Avis immediately to obtain another vehicle and to ensure you are not charged the cleaning fee.

#### **Contract airline fares – Luggage Fees Policy:**

American Airlines, as a courtesy, had previously waived luggage fees for the first two pieces of luggage when state contract airfare was purchased. As of May 15, 2009, they have started assessing luggage fees.

JetBlue Airways currently allows each customer to check one bag for free up to 50 pounds and one carry on for free.

10/2/2009

Additional information on baggage fees may be found at:  
<http://www.window.state.tx.us/procurement/prog/stmp/stmp-airline-contract/>.

**Hotel contracts** for FY 2010 continue to be solicited. Over 860 properties have been approved to date. The CPA establishes contracts at a discount off the hotel's single room average daily rate. Therefore, contract rates may be higher, at, or below the current federal rates.

As a reminder, contract hotels shall be utilized unless a valid exception condition exists and is notated on appropriate travel documents. Exceptions apply to non-contract usage and do not apply to reimbursement limitations. Information pertaining to lodging reimbursements may be found at:  
<https://fmnx.cpa.state.tx.us/fmx/travel/texttravel/meallodg/lodging/reimburse.php>

### **The Travel Agency contract**

A solicitation for travel agency services has been issued and responses received. These responses are currently being evaluated and a contract award(s) will be issued within the next month or so.

### **TSA's Secure Flight Program**

Under the Transportation Security Administration's (TSA's) "Secure Flight" Program, you will notice that airlines and travel agencies are requesting additional information from you when making a reservation to fly within, into, out of, or over the continental United States. TSA requires airlines to collect and send to TSA the following information:

Name as it appears on government-issued I.D. used when traveling (required)  
Date of Birth (required)  
Gender (required)  
Redress Number (optional)

For additional information regarding this requirement, please visit the TSA's website at:  
[http://www.tsa.gov/what\\_we\\_do/layers/secureflight/travelers.shtm](http://www.tsa.gov/what_we_do/layers/secureflight/travelers.shtm)

Information regarding these or any other travel service contracts can be found at:  
<http://www.window.state.tx.us/procurement/prog/stmp/>. Your feedback is very important to us and is most welcomed. Please send us an email to: [stmp@cpa.state.tx.us](mailto:stmp@cpa.state.tx.us). You may also contact the State Travel Management Program at 512-463-3435 if you have any questions or need additional information.

Sincerely,

Melissa Hernandez, CTCM, Team Lead  
Payment Card, State Travel, and Vehicle Fleet Programs  
Texas Procurement and Support Services Division (TPASS)  
Comptroller of Public Accounts