

Travel Announcement

from TTUHSC Travel



April 6, 2017

Hertz Corporation has been added to the State of Texas Rental Car Contract

TTUHSC employees now have the option to book their vehicle rentals for business travel through Hertz by providing HSC Identifier **2132223**. The instructions provided below are directly from the State Comptroller's Office and must be followed in order to ensure the contract rate is received.

To make an online reservation:

1. After reviewing the following steps, log on to the Hertz website. <https://www.hertz.com>
2. Enter rental location, pickup and return day and time, select age
3. Click "Enter a Discount or Promo Code"
4. Enter your Hertz state identifier code. A box will appear where you should choose booking for "Business" or "Leisure" and click "Yes". The system will automatically quote the State of Texas rate that has been negotiated.
5. Click "Book as Guest".
6. Select car type and then the system will advance to choose extras.
7. **DO NOT accept the optional coverages, Loss Damage Waiver, Liability and other optional services set by State guidelines.** Click submit.
8. Enter name, email address and if you have flight information, click submit.
9. A screen will appear with your confirmation, and you will also receive an email with your confirmation.

Current Contract Rates

<https://comptroller.texas.gov/purchasing/programs/travel-management/rental/vendor-comparison.php>

General Contract Information:

<https://comptroller.texas.gov/purchasing/programs/travel-management/rental/information.php>

We welcome your feedback!

Please email your questions or suggestions to: Travel@ttuhsc.edu