

FAQs FOR RENTING CARS ON OFFICIAL TRAVEL

1. What is the US Government's current rental car agreement?

The US Government Car Rental Agreement, Number 4, (the Agreement) effective October 15, 2010, is the Government's current rental agreement with various rental car agencies. The Agreement is managed by The Defense Travel Management Office (DTMO).

2. What does the Agreement provide?

The Agreement provides liability coverage for an accident that occurs while an authorized military member or civilian employee is driving a rental vehicle for official travel and found to be acting within the scope of their duties.

3. How can I ensure that a particular rental company participates in the Agreement?

Use your Command's designated official travel agency to make travel arrangements. CAUTION: If a travel agent tells you that a rental car company does not offer a government rate that is a red flag that that particular rental car company's location does not participate in the Agreement. Please check the DTMO website for more information on renting cars on official travel: <http://www.defensetravel.dod.mil/site/rental.cfm>

4. Do all vehicles need to be rented from a rental company participating in the Agreement?

Yes; Coast Guard policy requires members and employees to rent from car rental locations that participate in the Agreement.

6. What if I am going to a location in which there are no participating rental car companies?

Consider using a government vehicle.

7. What do I do if I'm involved in an accident when driving a rental car?

- ⌚ Report the accident immediately to the rental car company, the police, and your Command.
- ⌚ Get a copy of the police report, if possible and a copy of the accident report filed with the rental car company.
- ⌚ Contact LSC-5E Claims & Litigation Division for assistance: (757) 628-4212
- ⌚ Your Command needs to complete a claims investigation as soon as possible.
- ⌚ All documentation should be forwarded to:

Commanding Officer (LSC-5E)
U.S. Coast Guard
Legal Service Command

300 E. Main Street, Suite 400
Norfolk, VA 23510-9100

8. Should I purchase the Damage Insurance Coverage that the rental car company offers to make sure I am covered in case of an accident?

INCONUS: **NO**. IAW the Joint Federal Travel Regulations (JFTR), the rental car Damage Insurance Coverage cannot be reimbursed in the Continental US. (including Alaska, Hawaii, Puerto Rico, and US Territories or Possessions).

OCONUS: Depends upon location - check the JFTR.

9. Must I use my Government credit card when renting a vehicle from a participating rental company?

Yes; the Government credit card provides notice to the rental car company that you are traveling on official government travel. A participating rental agency may not refuse to accept the Government credit card.