

The purpose of this message is to clarify the changes in the U.S. Government Rental Car Agreement, Number 3. The Military Traffic Management Command (MTMC) is the designated DoD manager of the rental car program for the federal government. MTMC has rewritten the U.S. Government Rental Car Agreement, Number 3, effective 1 Oct 02. The Car Rental Agreement and Rates are available from the MTMC website at www.mtmc.army.mil. Click on "Passengers", "Carriers and Programs", "Car Rental Carriers", "Car Rental Agreement" or "Ceiling Rates".

The major changes to the agreement include the \$5.00 per day standard mandatory government administrative rate supplement (GARS), employee identification and payment, and insurance and damage liability. The changes are italicized in the agreement. The \$5.00 standard mandatory GARS is applicable per rental, per day and applies to worldwide rentals. The additional fee will be itemized on the bill as Government Administrative Rate Supplement (GARS) and included in the total rental charge.

Effective 1 Oct 02, the JTR, Par. C2102 is revised to read, When a rental automobile or other special conveyance is authorized/ approved, the rental and hiring charge *and operating expenses incurred on official business (if not included in the rental or hiring charge) are reimbursable. When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt.*

Please don't hesitate to contact me if additional clarification is required.

Regards,

Belinda K. Camp

Transportation Specialist

HQ USACE Directorate of Logistics

202-761-0936 (voice)

202-761-1588 (fax)