

Glossary

ADDITIONAL DRIVERS - A renter's fellow Government travelers in official travel status while acting within the scope of their employment duties.

AUTHORIZED USERS – Uniformed service members, civilian employees of the Federal Government, employees of the United States Postal Service, and non-Federal Government individuals on invitational travel authorizations while on official travel for the Government and others as specified in Appendix B.

BASE RATE – The basic Government rental charge without any taxes, fees or GARS.

BLACK OUT DATES – Dates not available to rentals at government rate due to high demand periods, special events, festivals or as otherwise deemed by the rental car company.

CEILING RATE – The maximum base rate (without any taxes, fees, or GARS) that a participating location is permitted to charge for a vehicle rental during a specific time period.

COLLISION DAMAGE WAIVER – Insurance policy provided at no cost to government travelers that waives the rental car company's right to recover collision damages

COMMERCIAL TRAVEL OFFICE (CTO) - A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Department of Defense.

CORPORATE DISCOUNT NUMBER (CD) – An identifying number utilized by the rental car company to identify and track Government business. May be referenced by participating companies through proprietary nomenclatures.

DEFENSE TRAVEL SYSTEM (DTS) – The Defense Travel System (DTS) in an end-to-end travel management system that automates temporary duty travel (TDY) for the Department of Defense. It allows travelers to create authorizations (travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive payment.

E-GOV TRAVEL SERVICE (ETS) - The web based electronic tools used by Federal Government (other than Department of Defense) travelers to make travel arrangements.

GOVERNMENT TRAVEL CHARGE CARD (GTCC) - A charge card used by authorized individuals to pay for official travel and transportation related expenses. A GTCC may be either a centrally billed account or an individually billed account.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS) - A reimbursable expense charged by car rental companies intended to address those costs incurred by the Company which are peculiar to doing business with the Government, including the application of the Agreement terms and conditions on a worldwide basis, the rental of vehicles to employees under age 25, acceptance of properly licensed authorized users on official business as additional drivers, and a guarantee of the Appendix B maximum rates for at least 60 days.

GOVERNMENT AGENCY ADDRESS – Official work address of a government employee

GOVERNMENT IDENTIFICATION – Document showing traveler’s employer is a government organization

GOVERNMENT RATE – The base rate designated by a rental car company as the official rate for Government travelers and may include high cost locality surcharges. The Government rate must not exceed ceiling rates. The Government rate will be determined by the use of the term “Government Rate” or any abbreviation, and/or a Company’s Government corporate discount number for “official travel” on any Company documents.

GLOBAL DISTRIBUTION SYSTEM (GDS) – The automated reservation systems used by the commercial travel industry for booking available vehicles, *e.g.*, Sabre, Galileo/Apollo, Worldspan, Amadeus, etc.

LOSS DAMAGE WAIVER – Insurance policy provided at no cost to government travelers that waives the rental car company’s right to recover collision damages and loss of vehicle through theft

LIABILITY INSURANCE - Insurance policy provided at no cost to government travelers that protects the traveler from the risks of liability claims imposed by lawsuits and similar claims.

MONTHLY RATE – The Government rate which cannot exceed more than four times the weekly Government rate.

OFFICIAL TRAVEL STATUS – The status of the traveler during the period of time when the traveler is on official travel orders/authorization issued by the Department of Defense, the Federal Government, or the U.S. Postal Service.

OPTIONAL EQUIPMENT – Equipment offered by a rental car company for rent such as global positioning systems, toll transponders, snow tires, etc.

PARTICIPATING LOCATIONS – A Company’s business location(s) that offer(s) vehicles for rent under the provisions of the U.S. Government Rental Car Agreement.

PREPAID FUEL – Traveler’s option to pay for fuel in advance and return the vehicle with less than a full tank.

PENALTY RESTRICTIONS – Limitations such as black-out dates, minimum rental periods, required advance reservations.

PERSONAL ACCIDENT INSURANCE – Optional insurance that covers the renter and passengers of the rental vehicle in the event of death or permanent disability resulting from a collision with another vehicle.

ROADSIDE ASSISTANCE PROGRAM – Traveler assistance program offered by rental car companies for individuals renting vehicles from their company to aid drivers.

SCOPE OF EMPLOYMENT - Generally refers to the activities of an employee in furtherance of the duties owed the employer and where the employer is, or could be exercising some control, directly or indirectly over the activities of employees. The term also includes all acts reasonably necessary or incidental to the performance of work. Scope of employment is determined by the renter's agency.

TRAVEL MANAGEMENT CENTER (TMC) - A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with Federal Government Agencies.

TRAVEL AUTHORIZATION / ORDER - A written instrument or oral directive issued or approved by person(s) to whom authority has been delegated directing a traveler or group of travelers to travel.

WEEKLY RATE – The Government rate which cannot exceed more than six times the daily government rate.