



Travel Management System (TMS)

JOB AID # 8.16

Date: 03/11/14

Job Aid Description: Obtaining Final Rental Car Receipts

If a final receipt is needed from either of the State contracted rental car companies, please visit the vendor website links listed below. The only information required is the traveler's driver's license number and name.

Hertz:

<https://www.hertz.com/rentacar/receipts/request-receipts.do>

Enterprise:

https://www.enterprise.com/car_rental/ticketReceiptRequest.do