

Preferred Travel and Car Rental Agencies

Updated 01.29.20

If you have any questions please call the MAPS office at (303)273-3166.

Travel Agency

Frosch Travel 970-223-0442 \$23 Fee for phone/email reservations
3538 JFK Pkwy 970-206-9697 (Fax) \$9 fee for online reservations
Fort Collins, CO 80525

After Hours Toll Free 866-376-7241

Contact Frosch to request setup for online travel access.

<https://client.frosch.com>

*\$250,000 accidental death and dismemberment insurance is included for the airline flight when booked through the preferred travel agency.

**You must provide Frosch with the Index and Account Number that the travel should be charged to, as well as the traveler's CWID. If the traveler is a non-employee, then the CWID of the Mines employee who booked the trip should be provided.

Car Rental Agencies

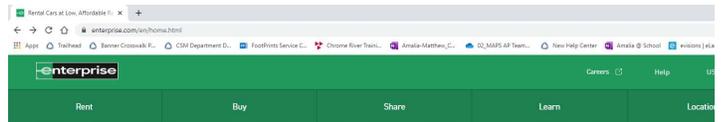
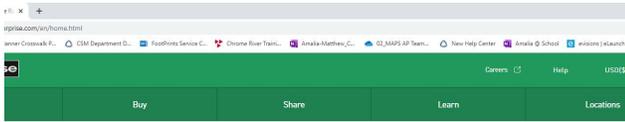
Agency	Contract #	Phone	Website
Enterprise	XZ12442	800-593-0505	www.enterprise.com
National	XZ12442	877-222-9058	www.nationalcar.com
Hertz	65729	800-654-3131	www.hertz.com

*To ensure that you have coverage under the school's liability policy while you are in the course and scope of your employment, you must use one of these agencies, rent a vehicle covered under the associated contract number, AND pay for the rental using a Mines One Card.

Please remember to take the additional insurance if you are booking a rental car internationally.

On the following pages you will find step by step instructions for booking with each rental car company. These instructions include screen-shots to ensure the contract codes are correctly applied.

Enterprise Car Rental Instructions



START A RESERVATION OR: VIEW / MODIFY / CANCEL

1 PICK-UP LOCATION (ZIP, City or Airport) * Required Field
 Denver International Airport

2 PICK-UP * → RETURN *
 RENTER AGE POLICY * 25+
 VEHICLE CLASS (i) All Vehicles

CORPORATE ACCOUNT NUMBER OR PROMOTION CODE (i)

1. Enter our contract number above.

CONTINUE

START A RESERVATION OR: VIEW / MODIFY / CANCEL

1 PICK-UP LOCATION (ZIP, City or Airport) * Required Field
 Denver International Airport

2 PICK-UP * → RETURN *
 RENTER AGE POLICY * 25+
 VEHICLE CLASS (i) All Vehicles

CORPORATE ACCOUNT NUMBER OR PROMOTION CODE (i) HE-CO SCH MINES-ADMIN-NASPO X

2. The number will automatically update to the Contract name as shown above.

CONTINUE



3. Make sure you see the Account Number added on the top banner when you are selecting your vehicle.

CHOOSE A VEHICLE CLASS 8 RESULTS

Filters CLEAR ALL

VEHICLE TYPE
 Cars Vans
 Trucks SUVs

PASSENGER CAPACITY
 2 7
 4 8
 5 15

Economy Car
 Mitsubishi Mirage or similar
 Automatic, 4 People, 2 Bags
 PAY LATER: \$32.87 per day, \$45.92 total
SELECT

Compact Car
 Nissan Versa or similar
 Automatic, 5 People, 2 Bags
 PAY LATER: \$32.87 per day, \$45.92 total
SELECT

Intermediate Car
 Hyundai Elantra or similar
 PAY LATER: \$34.86 per day, \$48.42 total
SELECT

4. You should see insurance already included as part of package. Do not add any additional coverage for Domestic Rentals.

5. Your summary page should reference the CO School of Mines Contract as well as the insurance being included, make sure you see these items before confirming your reservation.

Upgrade now to an Intermediate Car for only \$2,500 more. (\$48.62 total)

Insurance And Other Protection Products

Damage Waiver	Included with reservation	✓ DETAILS	✓ INCLUDED
Equipment			
Ski Rack	\$16.95 / day	✓ DETAILS	➕ ADD
Sirius XM®	\$5.99 / day (\$49.98 max)	✓ DETAILS	➕ ADD
Greenhouse Gas Emissions Offset	\$1.25 / rental	✓ DETAILS	➕ ADD
Child Safety Seat	\$8.95 / day (\$40.00 max)	✓ DETAILS	➕ ADD
GPS	\$11.95 / day	✓ DETAILS	➕ ADD

CONTINUE TO REVIEW

REVIEW & RESERVE

Rental Details

DATE & TIMES: Thu, Jan 30, 2020 @ 12:00 PM - Fri, Jan 31, 2020 @ 12:00 PM

PICK-UP & RETURN LOCATION: Denver International Airport

ADDITIONAL DETAILS: Renter Age: 25+ Corporate Account Number Or Promotion Code: HE-CO SCH MINES-ADMIN-NASPO

Economy Car
 Mitsubishi Mirage or similar
 Automatic, 4 People, 2 Bags
 PAY LATER: \$32.87 per day, \$45.92 total
SELECT

Are you a loyalty member?
 Sign In or Register to your account

Contact Details
 First Name *
 Last Name *
 Email Address *
 Phone Number *

Save Time At The Counter
 Provide additional information now and save time at the counter

National Car Rental Instructions

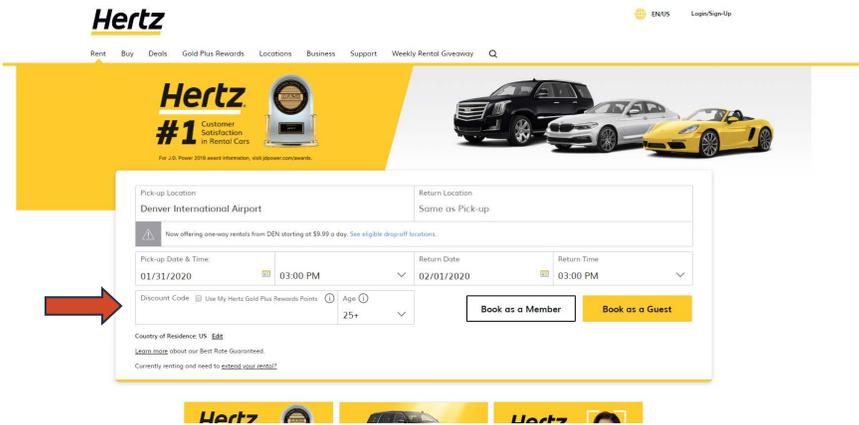
1. Enter our contract number in the account number box as shown to the right.

2. Make sure you see the Account referenced on the bottom left corner of the screen when you are selecting your vehicle.

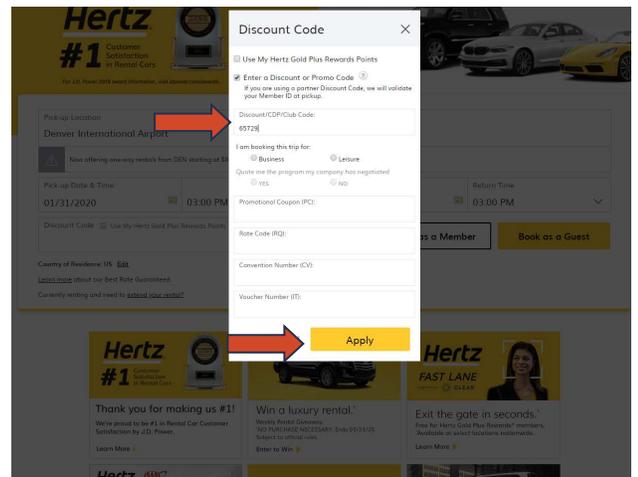
3. You should see insurance already included as part of package. Do not add any additional coverage for Domestic Rentals.

4. Your summary page should reference the CO School of Mines Contract as well as the insurance being included, make sure you see these items before confirming your reservation.

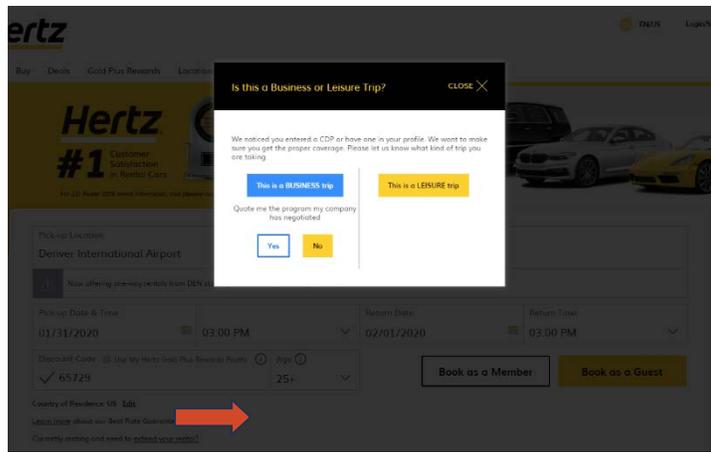
Hertz Car Rental Instructions



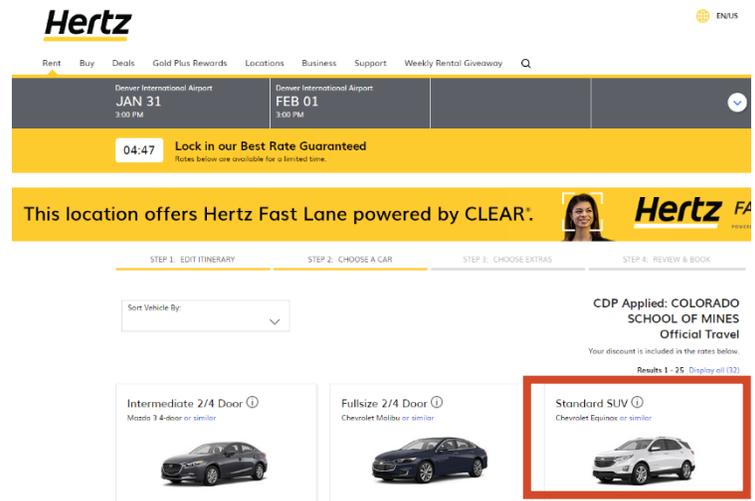
1. Click on the discount code box as highlighted by the arrow above.



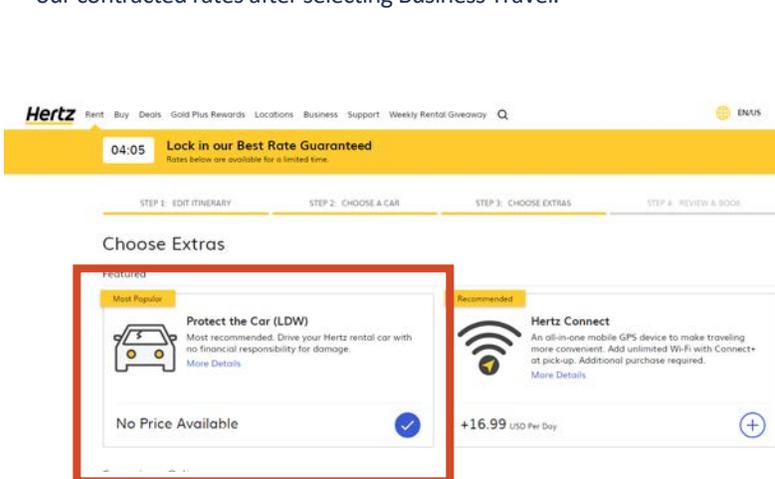
2. Once you click in the discount code box a pop up window will appear. Put our contract number in the first box and then click apply (see above).



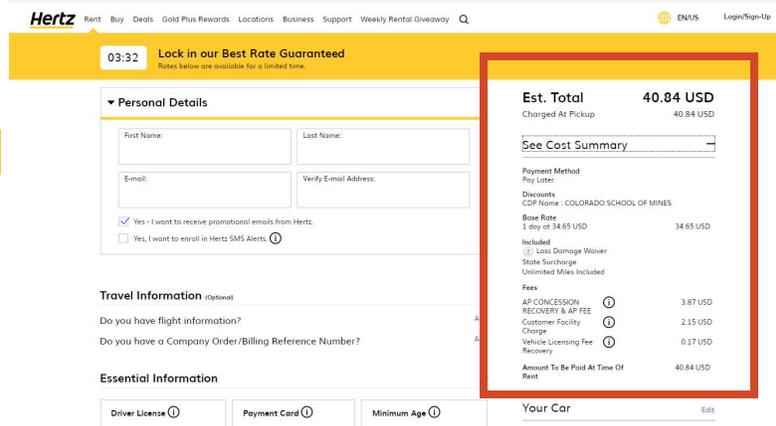
3. Once you apply the contract code another box will pop up prompting you to confirm you are using the CO School of Mines Contract for Business Travel. Make sure you confirm you want to use our contracted rates after selecting Business Travel.



4. Make sure you see the Account referenced above the vehicles in the middle of the screen when you are selecting your car.



5. You should see insurance already included as part of package. Do not add any additional coverage for Domestic Rentals.



6. Your summary page should reference the CO School of Mines Contract as well as the insurance being included, make sure you see these items before confirming your reservation.