



"First Choice for Service while Traveling on State of Colorado Business"

633 17th Street, Ste 1580 Denver, CO 80202 Phone: (303) 866-3986 Fax: (303) 866-4233

BASIC ORDERING AGREEMENT Automobile Rentals

BUDGET

US Bank VISA Central Travel (Event) Card Use

As required by the BOA, Budget has established a process that allows rentals to be placed on a State Central Travel (Event) card without having the card present at the time of rental. This will allow the Central Travel (Event) card to be used by travel arrangers to rent vehicles for infrequent travelers.

To facilitate this process the **State Central Travel (Event) Card Holder** shall:

1. Obtain authorization from their respective Travel Compliance Designee prior to establishing an Budget BCN number. ([TCD List](#))
2. Complete the [Budget Visa BCN](#) (Budget Customer Number) form, filling out their contact information in the **"Notice to the company is to be sent to"** section. {The Central Travel (Event) Card Holder will only be contacted in the event of an issue with the account.}
3. Submit the signed {by Central Travel (Event) Card Holder} & completed Budget Visa BCN to the State Travel Management Program by **fax: 303-866-4233**

To facilitate this process the **State Travel Management Program** shall:

1. Proceed with completing the Budget Visa BCN with required contract information and submit to Budget for final processing (approx. 24 hours).
2. Notify the TCD once the new secret BCN Number has been assigned. The BCN Number is to be used when booking reservations with Budget. This number shall be kept secured & confidential.
3. Maintain a secured & confidential complete list of all BCN Numbers created for STMP program participants

Please Note: Do **NOT** establish a Budget **FastbreakSM** number through their premier service program.