



"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

ADVANTAGE

US Bank VISA Central Travel (Event) Card Use

As required by the BOA, **Advantage** 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, please complete the [Third-Party Billing Authorization](#) and fax to the State Travel Management Program for processing: 303-866-4233.

Please note: This form requires the signature of the Travel Compliance Designee (TCD) assigned to your agency or institution. (If you do not know your TCD See: [TCD List](#))

STMP will notify the TCD once the Billing Code has been assigned. The Billing Code is to be used when booking reservations with **Advantage**. This number shall be kept secured & confidential.

STMP will maintain a secured & confidential complete list of all **Advantage** Billing Codes created for STMP program participants

