

DATE: December 14, 2015

TO: Agency Addressed (No. 15, 2015-2016)

FROM: Christina Smith, Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: RENTAL CAR TOLLS

This memo supersedes Agency Addressed Memo #32 (2012-13) Purchasing Card Program – Avis E-Tolls.

The current rental vehicle contract vendor, Enterprise/National, utilizes the Highway Toll Administration's TollPass Program for electronic toll collection. According to the TollPass Policy on Enterprise TollPass Program's website (<http://www.htallc.com/enterprise/>), a convenience fee of \$3.95 is assessed for every rental day that a toll road is used, with a maximum of \$19.75 per rental. The policy also states that an administrative charge of up to \$25 per rental will be assessed for unpaid tolls in areas not served by TollPass. The tolls and administrative fees are charged to the traveler's Purchasing Card or method of payment used to reserve the vehicle.

In order to avoid these administrative fees, the Department of Financial Services (DFS) recommends that state agencies purchase portable SunPass transponders to be used as floaters by employees while traveling on state business.

Agencies should establish internal controls for the use of the SunPass transponders. These internal controls should include procedures documenting who is responsible for the following:

- purchasing the transponders,
- creating a SunPass account,
- maintaining the balance of the SunPass account,
- tracking the use of the transponders, and
- maintaining the transponders.

Agencies should also consider adding the transponder(s) to property inventory.

**Please note:** Battery operated transponders will no longer be accepted to pay tolls beginning January 1, 2016, according to a press release issued by SunPass.

([https://www.sunpass.com/PDF/pdf/Press\\_Release\\_Image\\_042115.jpg](https://www.sunpass.com/PDF/pdf/Press_Release_Image_042115.jpg)) Therefore, battery operated transponders will need to be replaced with new portable transponders before January 1, 2016.

If a cardholder has issues with duplicate charges (charges assessed to transponders and TollPass), the Agency Purchasing Card Administrator should contact Victoria Williams, SunPass Support Center Manager, at [victoria.williams@dot.state.fl.us](mailto:victoria.williams@dot.state.fl.us) or (561) 488-5452.

Please contact the Bureau of Auditing at (850) 413-5512 if you need additional information.



## SunPass Customers:

Battery-operated transponders will no longer be accepted beginning **January 1, 2016**.

### What does this mean?

If you have not already upgraded your battery-operated transponder to one requiring no batteries please do so. Go to [www.sunpasstagswap.com](http://www.sunpasstagswap.com) and follow the simple instructions to upgrade your present transponder to a free Mini or Portable. You can also call **1-855-TAG-SWAP (1-855-824-7927)** for more information.

Below in the red area are the transponders that will no longer be accepted on January 1, 2016. The transponders in the green area work now and will continue to work after January 1, 2016.

