

UNIVERSITY *of* FLORIDA



TRAVEL & PCARD SYSTEM

Car Rentals with Avis

April 18, 2024

AGENDA

- Directives
- Car Rental Basics
- Avis Policies
- Demo
- Questions

RENTAL CARS ~ UF DIRECTIVES ~BOOKING TOOL

Rental Vehicles should be reserved through [UF GO's Booking tool](#) with **AVIS/Budget**. The State of Florida's rental car contract is with **AVIS/Budget**, so they are UF's **“Most Preferred” vendors**.

If AVIS/Budget rental cars are unavailable or a truck rental is needed, UF has contracted rates with [Enterprise/National](#) and [Hertz Rental Cars](#), which are listed as “Preferred” vendors in UF GO Booking Tool.

If the required vehicle is not offered by any of these contracted partners, an alternative vendor may be selected in the Booking Tool. The Booking Tool Exception Form should be completed and attached to the expense report.

RENTAL CARS ~ UF DIRECTIVES ~ CAR CLASS/RATE

Compact / economy car is the allowable rate class for UF Business Travel. A higher rate class requires a business justification or documentation from the vendor that the lower rate was charged.

Examples of acceptable justifications are:

- Multiple Travelers sharing a vehicle
- Transporting equipment or materials



Hybrid vehicles are allowed without a justification

RENTAL CARS ~ UF DIRECTIVES ~ OTHER

Other Reminders:

Fuel costs can be reimbursed, when properly documented, or paid via PCard

Always consider your Business purpose

E.g., Travelers who are staying at a hotel where their conference is being held would not need a rental car for their entire stay.

AVIS ~ PAYING FOR RENTAL CARS



Whenever possible:

- **Use an AVIS Global Direct Billing Number tied to a PCard**

When rentals are paid this way, the traveler does not have to pay for the rental when they pick up the vehicle; the rental expense will automatically be charged to the PCard.

PCard holders should **NOT** give out their Direct Billing Number to other travelers to use. *They can, however, book the rental on their profile for a "Guest" (this is for employees as well).*

DIRECT BILLING NUMBER VS. WIZARD NUMBER

Direct Billing Number-- **tied to the payment method i.e., PCard**

- Complete form & return to Avis
- If booking for employee or Guest using your PCard connected to Global Billing number—**use “Book for a Guest”**
- Must be entered in **every reservation**, even when you are the PCard holder

Wizard Number--**loyalty number tied to a person**

- Will only reserve the car; **traveler must pay for the car at pick up**
- Avis verifies UF employee or guest traveler information using UFID or letter from dept
- Can be entered in the UF GO User’s profile

Both Direct Billing number and Wizard number are alpha numeric and are the same number of digits in length. Call Avis to confirm if you’re not sure which you have.

AVIS ~ HOW TO OBTAIN A DIRECT BILLING NUMBER

PCard holders should complete the **AVIS Global Electronic Billing Terms of Agreement form** to obtain a Global Direct Billing number with AVIS.

 [The Global-Electronic-Billing-Agreement.pdf \(ufl.edu\)](#) form must be physically signed.

Send completed forms to
Raylene Clegg
AVIS Account Services
Representative at
floridahelp@avisbudget.com

Allow 7 days for AVIS to process the
Direct Billing Number



GLOBAL ELECTRONIC BILLING TERMS OF AGREEMENT

Check Charge Card Preference Visa Master Card American Express Discover

As a condition to the subscribing company's participation in the Global Electronic Billing Program, the subscribing company agrees to pay all charges for rentals entered into, under, and billed through the described charge card number expiration which can only be used through the Avis Global Electronic Billing Wizard Number assigned.

It is the sole responsibility of the subscribing company to maintain the security of its Global Electronic Billing Wizard Number. The Avis Rental agreement shall be deemed conclusive evidence of the fact that the transaction was entered into under the Global Electronic Billing Wizard Number.

This agreement remains in effect until written notice of cancellation is received by either party. Notice to Avis is to be sent to 300 Centre Pointe Drive, Virginia Beach, VA, 23462 Attention: Charge Card Department.

AVIS ~ WHERE TO ENTER THE DIRECT BILLING NUMBER

Global Direct Billing numbers must be added to **EACH rental reservation** where **“Rental Car Agency Program”** is listed.

If not used, the traveler will have to pay for the car rental with personal funds and provide UF employee identification or a letter when picking up the vehicle.

No billing number = travelers will have to pay for the rental with personal funds!

Review and Reserve Car

REVIEW RENTAL CAR
Avis Car Rental [Location Details](#)

Type	Pick-up	Drop-off
Compact Car	Off-Airport	Off-Airport
Features	GAINESVILLE	GAINESVILLE
	02:00 pm Wed, 03/01/2023	10:00 am Thu, 03/02/2023

PROVIDE RENTAL CAR PREFERENCES
Your preferences and comments will be passed to the rental car agency.
Comments (30 character max)
Ex: Need early pick-up (10am) Include in-car GPS system

ENTER DRIVER INFORMATION
Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.
Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

Guest Traveler

Title * Legal First Name * Legal Last Name *

Phone * Email *

Rental Car Agency Program

Avis

REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Avis Car Rental	\$25.75	Mar 01 - Mar 02	\$29.83*
Total Estimated Cost: \$29.83			
Total Due Now: \$0.00**			

RENTAL CARS – UF DIRECTIVES ~ INTERNATIONAL TRAVEL

Recommendations for international vehicle rentals

- Vehicles should be rented only from agencies that are:
 - ***Legitimate***
 - ***Licensed***
 - ***Insured***
 - ***Regulated***

- Purchase the following from the rental provider:
 - ***Coverage for accident insurance***
 - ***Personal insurance***
 - ***Roadside assistance***



AVIS ~ TOLL CHARGES

If utilizing Pay-By-Plate, the renter will be charged the cost of tolls plus an e-Toll convenience fee of \$4.95 for each day a toll is incurred. The convenience fee will not exceed \$24.75 per week.

Toll charges and e-Toll fees will be charged to the card associated with the rental within 2-8 weeks after the vehicle is returned.

If the Traveler's expense report has been submitted before the tolls have been charged to the PCard, it is acceptable to reconcile this expense on another expense report.

To obtain copies of toll receipts, visit <https://www.htallc.com/invoice/search> and select rental company, last name of renter, and contract number.



AVIS – TAXES AND AIRPORT FEES

Rentals paid via PCard/Direct Billing are exempt from Florida sales tax.

Tax exemption will **not** apply to rentals paid with personal funds.

All business and leisure rentals that begin at an airport will be subject to the fees mandated by the airport authority.



AVIS ~ VEHICLE PICK-UP REQUIREMENTS

Vehicle Pick-Up

At the time of pick-up, renters must present:

- A valid driver's license
- A major credit card (unless paid with AVIS Global Direct Billing Number)
- An employee identification badge (unless paid via AVIS Global Direct Billing Number)
- **Written authorization is required for non-staff/faculty and contractors traveling on behalf of a customer; written authorization must be on the customer's letterhead and include the renter's name, rental dates, and reservation number.**

*Reminder: travelers should not leave their personal vehicle at a (non-airport) AVIS/Budget location.

Student employees (i.e., graduate students), guests and other non-employees require written authorization on letterhead.

AVIS ~ VEHICLE INSURANCE ~ BUSINESS VS PERSONAL

Business rentals

Include insurance and Fuel Service Options within the discounted rental rate. Please don't accept any additional coverages.

Leisure rentals

Leisure rentals are for Staff and Faculty only. They do NOT include the optional coverages.

Combined Business and Leisure/Personal trips: The traveler must return the rental car to AVIS and change the rental agreement from Business to Leisure or vice versa.

Best Practice: Travelers should book the business rental for just the business dates of travel and then book a separate rental for the leisure time. Traveler will have to show proof of employment for leisure dates (UFID or letter) and pay with personal funds.

CAR RENTALS ~ NON-AVIS INSURANCE

Insurance

If you must rent a vehicle from another vendor due to unavailability from our contract vendors, a vendor notated in the booking tool with the yellow exception triangle may be chosen.

Be sure to purchase both physical damage coverage (i.e., comp and collision) and supplemental liability coverage when renting outside the AVIS/Budget contract.



AVIS ~ VEHICLE RETURN

Remember to:

- Return vehicle by the date, time and location specified on rental agreement
 - If you are more than 59 minutes late, you will be charged by the hour shown on the price sheet
- Fill the tank with gas before returning
- At the time of return, renters must ensure that the receipt reflects the contracted rates & correct taxes and refueling charge or credit



AVIS ~ MINIMUM AGE REQUIREMENTS

Business Use:

18 yrs old for all car classes, except passenger vans

21 yrs old for 12-passenger vans

**Underage fees will not be assessed for any business use rental.*

Leisure Use:

18 yrs old for all car classes except passenger vans

25 yrs old for 12-passenger vans



AVIS ~ BREAKDOWNS, EMERGENCIES, AND ACCIDENTS

Vehicle breakdown or other vehicle emergency:

- AVIS/Budget shall remedy the situation within two (2) hours of being notified

Accidents:

- Provide law enforcement with the AVIS/Budget self-insurance certificate located in the glove box
- Notify AVIS/Budget as soon as possible

Renters must contact the designated AVIS/Budget roadside assistance service provider: 1-800-354-2847

AVIS RENTAL CAR CONTACTS

If you have any questions or require assistance with receipt corrections, vehicle availability, or Electronic or Central Billing, please contact:

Raylene Clegg

Account Services Representative

floridahelp@AVISbudget.com

800-525-7521

Demo

Questions?

CONTACT US!

Contact Form: [PCard and Travel Support](#)

UF Travel Department: 352-294-1114

UF PCard Team: 352-392-1331

We are happy to help!