

Please find the slides from the UFGO Rental Car Training and Review that took place on 4.18.24

Please also find the Template Letter for Guest/Students to pick up the rental car. Must be printed on Letterhead! UFGO used our Rental Car brochure to create one for all of UF so you will see the similarities.

(Please use Agency letterhead  
when printing authorization form)

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**Avis/Budget CAR RENTAL AUTHORIZATION FORM**

This form is to be used for non-employees. Travelers are required to use compact class vehicles except when the number of passengers or the volume of materials transported make use of a compact class vehicle impractical.

Please reserve the vehicle with at least twenty-four-hour notice (more preferred) using the UF GO booking tool.

***This letter of introduction must be presented to branch at the time the vehicle is rented.***

The traveler listed below is authorized to rent a vehicle in order to conduct official state business on behalf of the University of Florida:

Traveler -  
Reservation number -  
Dates of approved travel -

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Traveler 's Name (Printed)

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Agency Representative (Print)

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Traveler's Name (Signature)

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Agency Representative (Signature)

Department of Management Services Contract Administrator- Cynthia Metcalfe (o) 850-414-6741 is always available for questions, concerns, comments about the State Term Contract, Rental Vehicles, 78111808-20-1

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## Classes and Rates

The allowable rate class is up to the cost of a compact/economy car. Vehicles in a higher rate class require a business justification (e.g., vehicle shared with multiple University travelers, transporting materials or equipment, etc.) or documentation from the vendor that a lower rate was charged. The rental of a hybrid vehicle is allowed without justification.

Additional expenses incurred for personal reasons, such as an upgrade for personal preference, personal accident insurance, or use of the rental vehicle during personal travel days, will not be reimbursed.

### In-State Base Rental Pricing

Class	Daily	Weekly	Monthly	Adtl Hours
Compact	25.75	154.50	540.75	8.58
Intermediate	27.81	166.86	584.01	9.27
Fullsize	29.87	179.22	627.27	9.96
Minivan	35.79	214.76	751.64	11.93
12 Passenger Van	54.59	327.54	1,146.39	18.20
Standard SUV	33.99	203.94	713.79	11.33
Economy	25.75	154.50	540.75	8.58
Intermediate SUV	30.90	185.40	648.90	10.30
Large SUV	92.70	556.20	1,946.70	30.90
Standard Pickup	51.50	309.00	1,081.50	17.17
Large Pickup	51.50	309.00	1,081.50	17.17
Standard Hybrid	30.90	185.40	648.90	10.30

### Out of State Base Rental Pricing

Class	Daily	Weekly	Monthly	Adtl Hours
Compact	32.45	194.67	681.35	10.82
Intermediate	34.76	208.58	730.01	11.59
Fullsize	39.14	234.84	821.94	13.05
Minivan	46.87	281.19	984.17	15.62
12 Passenger Van	87.55	525.30	1,838.55	29.18
Standard SUV	40.17	241.02	843.57	13.39
Economy	32.45	194.67	681.35	10.82
Intermediate SUV	39.14	234.84	821.94	13.05
Large SUV	98.37	590.19	2,065.67	32.79
Standard Pickup	53.56	321.36	1,124.76	17.85
Large Pickup	53.56	321.36	1,124.76	17.85
Standard Hybrid	41.20	247.20	865.20	13.73

## Breakdowns, Emergencies, and Accidents

In the event of a vehicle breakdown or other vehicle emergency, AVIS/Budget shall remedy the situation within two (2) hours of being notified; renters MUST contact the designated AVIS/Budget roadside assistance service provider at: **1-800-354-2847**

In the event of an accident, renters should provide responding law enforcement with the AVIS/Budget self-insurance certificate located in the glove box and contact the designated roadside assistance service provider.

Renters must notify AVIS/Budget as soon as possible of any accident involving the rental.

## Contact Information

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](mailto:floridahelp@AVISbudget.com) or 800-525-7521 Contract

## UF Travel & Expense

For Questions or Assistance  
(352) 294-1114

[Travel Contact Form](#)



[Travel Directives](#)



**UF GO**

## Car Rental Guidelines

04/18/24

### Booking

Rental vehicles for official business domestic travel should be reserved through the UF GO Booking Tool with AVIS/Budget, which are listed as “Most Preferred” vendors.

If AVIS/Budget is unavailable or a truck rental is needed, Enterprise/National and Hertz Rental Cars, are listed as “Preferred” vendors in the UF GO Booking Tool.

For international travel, vehicles should be rented only from legitimate, licensed, insured, and regulated agencies abroad

### Minimum Age Requirements

#### Business Use:

18 yrs for all car classes, except passenger vans  
21 yrs for 12-passenger vans

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

#### Leisure Use:

18 yrs for all car classes except passenger vans  
25 yrs for 12-passenger vans

## Taxes, Surcharges, and Airport Fees

Rentals paid for by PCard are exempt from Florida sales tax. Tax exemption will not apply to rentals when personal funds are used for payment. All business and leisure use rentals that begin at an airport will be subject to the fees mandated by the airport authority.

## Direct Billing (PCard)

When possible, Direct Billing should be used for all Car Rental bookings, as it allows the University to be billed directly for expenses and integrates transactions directly into the UF GO system.

AVIS Direct Billing is an alphanumeric set tied to a PCard to pay directly for the car rental of incoming guests or UF travelers who will not have the form of payment with them when they pick up the rental car.

To set up AVIS direct bill, complete the **Global Electronic Billing Terms of Agreement form** and submit it to Raylene Clegg, Account Services Representative at [floridahelp@avisbudget.com](mailto:floridahelp@avisbudget.com) or call for additional information at (800-525-7521). The form must be physically signed, cursive font is not accepted. Please allow up to 7 days turnaround time to receive your direct billing number.

To set up Enterprise direct bill, complete the Enterprise Direct Billing Account Request form and submit to Jodi Rivera at [jodi.l.rivera@ehi.com](mailto:jodi.l.rivera@ehi.com).

## Vehicle Return

Vehicles should be returned at the date, time, and rental location specified on the rental agreement provided at the time of pick-up.

If the renter returns the vehicle 59 minutes late or less, no additional charge shall be assessed.

If the renter returns the vehicle more than 59 minutes late, the Additional Hours Rate shown on the price sheet will be assessed for each hour. If the accumulated Additional Hours Rate exceeds the Daily Rate, AVIS/Budget will bill for an additional day at the Daily Rate.

At the time of return, the vehicle should have the same amount of gas that was in the vehicle at the time of pick-up, be clean and free of personal items.

At the time of return, renters must ensure that the receipt reflects the contracted rates & correct taxes and refueling charge or credit.

## 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, not to 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.

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

## Vehicle Pick-Up

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

- **A valid driver's license.**
- **A major credit card** (unless paid with an Avis Global Direct Billing number).
- **An employee identification badge** (unless paid with an Avis Global Direct Billing Number).
- **Non staff/ faculty, graduate assistants, and contractors traveling on behalf of UF must provide written authorization on UF letterhead and include renter's name, rental date and reservation number to verify UF business rental.**

Business use renters must not accept any optional coverages or Fuel Service Options; these coverages are included in the contracted rate for business use rentals.

Leisure use renters may accept optional coverages if desired; these are not included in the contracted rate for leisure use rentals. Only Staff and Faculty can use this rate. Renters should not leave a personal vehicle at a non-airport location during the rental.

## Insurance

If you must rent a vehicle from another vendor due to unavailability from our contract vendors, another vendor notated 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

## → Reservation Information

### To make a reservation using Concur:

- Log into SAPConcur and navigate to the travel tab
- Select the rental car tab
- Select pick-up date/ drop-off date
- Select pick-up location
- Click (more search options)
- Select desired car options (economy/compact/standard)
  - If larger car is selected, justification must be provided
- Select the orange "search" button
- Find the rental you desire and select the blue button with the price
- Review the information and select the orange "reserve car & continue" button

### UF has contracted rates with the following companies:

- Avis - Most Preferred
- Budget - Most Preferred
- Enterprise - Preferred
- Hertz - Preferred
- National - Preferred

**If you must use another rental company, please purchase both physical damage coverage and supplemental liability coverage**

### If you have any issues with billing or availability, please reach out to:

- Raylene Clegg 1-800-525-7521
- Avis/Budget  
floridahelp@AVISbudget.com
- State of Florida Reservation Desk  
1-800-338-8211
- AWD: A113400/ BCD: T417600

## → Contact



<https://cfo.ufl.edu/initiatives/uf-go/travel>



UFGO@COMFS.UFL.EDU



352-392-1241



**UF** | College of Medicine  
UNIVERSITY of FLORIDA

# COLLEGE OF MEDICINE

## Rental Car Guidelines

*Created August 2023*



## → In-State Pricing-Avis

\* subject to change

CLASS	DAILY	WEEKLY	MONTHLY	AD HOUR
Compact	\$25.75	\$154.50	\$540.75	\$8.58
Intermediate	\$27.81	\$166.86	\$584.01	\$9.27
Full Size	\$29.87	\$179.22	\$627.27	\$9.96
Minivan	\$35.79	\$214.76	\$751.64	\$11.93
12 Passenger van	\$54.59	\$327.54	\$1,146.39	\$18.20
Standard SUV	\$33.99	\$203.94	\$713.79	\$11.33
Economy	\$25.75	\$154.50	\$540.75	\$8.58
Intermediate SUV	\$30.90	\$185.40	\$648.90	\$10.30
Large SUV	\$92.70	\$556.20	\$1,946.70	\$30.90
Standard Pickup	\$51.50	\$309.00	\$1,081.50	\$17.17
Large Pickup	\$51.50	\$309.00	\$1,081.50	\$17.17
Standard Hybrid	\$30.90	\$185.40	\$648.90	\$10.30

## → Out-of-State Pricing

CLASS	DAILY	WEEKLY	MONTHLY	AD HOUR
Compact	\$32.54	\$194.67	\$681.35	\$10.82
Intermediate	\$34.76	\$208.58	\$730.01	\$11.59
Full Size	\$39.14	\$234.84	\$821.94	\$13.05
Minivan	\$46.87	\$281.19	\$984.17	\$15.62
12 Passenger van	\$87.55	\$525.30	\$1,838.55	\$29.18
Standard SUV	\$40.17	\$241.02	\$843.57	\$13.39
Economy	\$32.45	\$194.67	\$681.35	\$10.82
Intermediate SUV	\$39.14	\$234.84	\$821.94	\$13.05
Large SUV	\$98.37	\$590.19	\$2,065.67	\$32.79
Standard Pickup	\$53.56	\$321.36	\$1,124.76	\$17.85
Large Pickup	\$53.56	\$321.36	\$1,124.76	\$17.85
Standard Hybrid	\$41.20	\$247.20	\$865.20	\$13.73

## → For Business Use:

- Renters 18 and older may rent all contracted vehicle classes, except passenger vans.
- Renters 21 and older may rent all contracted vehicles.
- Contact Insurance at Environmental Health & Safety regarding anyone wanting to drive anything large than a 12 passenger van

## → For Leisure Use:

- Renters must be 18 years old to rent anything except passenger vans.
- Renters 25 years and old may rent all vehicle classes.
- Renters will need their valid driver's license, State identification badge, and a valid form of payment when paying with a credit card.
- Only State of Florida employees, spouses, domestic partners, or renter's children who are 25 or older, or live in the primary residence may drive the vehicle.

## → Local Office Locations

- Avis: Gainesville Regional Airport: (352) 375-4326
- Avis: Hilton UF Conference Center (352) 371-2424
- Budget-Gainesville Regional Airport (352) 373-3959
- Budget-Hilton UF Conference Center (352) 335-0940

## → Insurance, Taxes & Tolls

- Insurance is included on business rentals in the United States
- Rentals paid for by PCard are exempt from Florida Sales Tax
- Tax exemption will not apply to rentals when personal funds are used for payment.
- All business and leisure use rentals that begin or end at an airport will be subject to the fees mandated by the airport authority.
- If utilizing Pay-By-Plate, the renter will be charged the cost of the tolls plus an e-Toll convenience fee of \$4.95 for each day a toll is incurred, not to exceed \$24.75 total.
- To obtain copies of toll receipts, visit <https://www.htallc.com/invoice/search>
  - a. Select the rental company, the last name of the renter, and the contract number.

## → Optional Equipment & Services:

- Avis/Budget/Enterprise/Hertz have roadside assistance that is included in the contract rate for Business Use & Leisure use.
- Car Seats and GPS' will not be reimbursable.



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](mailto: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!***