**Car Rental**

Avis Budget Group (Avis and Budget) is the Preferred Vendor for UWF Travelers in need of rental vehicles. The State of Florida has entered into a contract with Avis Budget Group for the rental of vehicles to customers on official state business. The contractor offers services for Avis and Budget.

Reservations should be made via Concur when possible. You may also make reservations using the Avis or Budget website, Avis or Budget mobile app, by phone, or directly through the Reservation Portal <https://www.carrental.com/abgPartners/sof/> . **Departmental representatives signed up for a Global Electronic Billing Agreement must make reservations using the Avis or Budget website or by phone.** Renters should use the appropriate Avis Worldwide Discount (AWD) or Budget Corporate Discount (BCD) code at the time of the reservation to receive the contracted rates. Reservations can also be made by contacting the Avis/Budget toll-free number: State of Florida Reservation Desk: 800-338-8211

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| **BRAND** | **Business Use Rentals** | **Leisure Use Rentals** |
| **Avis (AWD)** | **B133409** | **S954700** |
| **Budget (BCD)** | **T417727** | **T118900** |

Prior to making a reservation or renting a vehicle, renters are strongly encouraged to sign up for the free Avis Preferred and Budget Fastbreak programs. Renters are also encouraged to download the free Avis and Budget mobile apps. These steps will help expedite the reservation and rental process for the renter.

The Avis Budget Group contract provides primary vehicle classes which are the most desired by the State. The following classes are available to rent under this contract: Compact, Intermediate, Full-size, Minivan, 12-Passenger Van, and Standard SUV. Additional classes of vehicles available to rent under this Contract are as follows: Economy, Intermediate SUV, Large SUV, Standard Pickup, Large Pickup, and Standard Hybrid.

UWF allows for the rental of intermediate or compact class cars. An exception to the vehicle class rule is allowed when the automobile is shared with other travelers on UWF business. The rental of a full-size vehicle is justified when transporting two or more travelers, while four or more travelers qualify for a mini-van or SUV. An exception to the vehicle class rule is also available when the traveler must transport significant amounts of materials or equipment for business purposes. Luxury or premium vehicles are not authorized under any circumstances.

If circumstances justify rental of other than an intermediate or compact car, the upgraded vehicle class should be requested when reservations are made.

If an employee rents a vehicle with a Common Carrier other than Avis/Budget, or rents a vehicle outside of the intermediate or compass class, a justification must be attached to the TER, or the employee must reimburse the university for excess costs incurred.

If the renter wants to upgrade to a larger car class at their own expense, the renter must request the larger car class at the time of the reservation, not at the time of pick-up. Renters must arrange with Avis/Budget at the time of pick-up to pay the cost difference using personal funds.

If a vehicle is reserved in advance and the reserved car class is not available, Avis/Budget will provide an upgrade at no additional charge. If a vehicle is not reserved in advance and the desired car class is not available, the renter will be charged for the actual car class rented.

If unable to rent under the Avis/Budget contract, renters should secure an intermediate or compact vehicle with another Common Carrier at the most economical rate available. Personal insurance coverage and other types of optional charges will not be reimbursed.

Business Use: The minimum age requirement for business use rentals is 18 for all car classes except passenger vans. Passenger vans accommodating 12 to 15 passengers have a minimum age requirement of 21. Avis/Budget will not access underage fees to any business use rental.

Leisure Use: The minimum age requirement for leisure use rentals is 18 for all car classes except passenger vans. Passenger vans accommodating 12 to 15 passengers have a minimum age requirement of 25. Avis/Budget will assess underage fees to any leisure use rental if the renter is between the ages of 18 and 24.

Travelers should have a valid business reason for retaining a rental car for an extended period of time. For instance, a Traveler who attends a conference for several days and stays at the hotel where the event is being held would not likely need to retain a car for the entire stay.

Avis/Budget is our primary contracted rental car company. However, Enterprise/National would serve as the preferred alternative in the event Avis/Budget does not have availability. Enterprise/National has contracted discounted rates available for UWF Business purposes using Contract Number XZ55574.

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| **Required Back-up** |
| An itemized receipt for all rental car expenses must be attached to the Travel Expense Report. Receipt should clearly indicate class (size) of car, daily amount and any additional charges incurred.  A receipt for all gas expenses associated with the use of a rental vehicle is required with the Travel Expense Report. |