

## 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

| <b>BRAND</b>        | <b>Business Use Rentals</b> | <b>Leisure Use Rentals</b> |
|---------------------|-----------------------------|----------------------------|
| <b>Avis (AWD)</b>   | <b>B133409</b>              | <b>S954700</b>             |
| <b>Budget (BCD)</b> | <b>T417727</b>              | <b>T118900</b>             |

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.

**UWF allows for the rental of intermediate class cars 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.

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**.

**For additional information regarding car rentals, please refer to the UWF Travel Manual.**