

Vehicle Pick-Up

- At the time of pick-up, renters must present:
 - 1- A valid driver's license.
 - 2- A major credit card (unless paid with Pcard or PO).
 - 3- An employee identification badge (unless paid with Pcard or PO).
 - 4- Written authorization is required for non-employees 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.
- Business use renters must not accept any optional coverages or Fuel Service Option; these coverages are included in the contracted rate for business use rentals.
- Leisure use renters may accept optional coverages if desired; these coverages are not included in the contracted rate for leisure use rentals.
- Renters should not leave a personal vehicle at a non-airport location during the rental.

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.

Breakdowns, Emergencies, and Accidents

- In the event of a vehicle breakdown, a situation in which the renter believes the vehicle is unsafe, or other vehicle emergency, AVIS/Budget shall remedy the situation within two (2) hours of being notified by the renter or replace the vehicle; replacement vehicles shall be the same or greater class and shall be provided at no additional charge. Notification is defined as first contact with an AVIS/Budget employee or designated roadside assistance service provider; renters are strongly encouraged to contact the designated AVIS/Budget roadside assistance service provider: **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 glovebox, contact the designated roadside assistance service provider if the vehicle is undriveable after the accident. Additionally, 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 specific to this contract, please contact:

Cyd Metcalfe, Contract Administrator

cynthia.metcalfe@dms.fl.gov or **850-414-6741**.

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 or **800-525-7521**

Contractor information, pricing, and contract documents are located on the contract webpage:

https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contracts/rental_vehicles2



Rental Car Guidelines

2020.09.24

University of Florida Travel & Expense

(352)392-1241

travel@ufl.edu

Brand	Business Use	Leisure Use
AVIS (AWD)	A113400	S954700
Budget (BCD)	T417600	T118900

AVIS and Budget Brands

Customers may make reservations and rent vehicles from any location for either brand; use the AVIS website and Budget website to determine the most convenient location for either brand. Renters are also encouraged to download the free AVIS & Budget mobile apps:

AVIS:

<https://www.AVIS.com/en/AVIS-app>

Budget:

<https://www.budget.com/en/products-services/services/mobile-app>

AVIS Preferred and Budget Fastbreak Programs

To help expedite the reservation and rental process, renters are strongly encouraged to sign up for the free AVIS Preferred and Budget Fastbreak programs prior to making a reservation:

AVIS Preferred:

<https://www.AVIS.com/en/corporate/A113400>

Budget Fastbreak:

<https://www.budget.com/en/corporate/T417600>

Definitions

- **Renter:** authorized representative or employee who is authorized to rent vehicles for travel.
- **Business Associate:** A duly licensed driver who is traveling with the renter for the purpose of conducting state business or performing official duties
- **Personal Associate:** A duly licensed driver traveling in the rental vehicle with the renter who has one of the following relationships with the renter: spouse, domestic partner, or the renter's children who are above the age of 25 and who reside at the renter's primary residence.
- **Business Use or Business Rental:** Renter's use of rental vehicle to conduct work activities authorized by the University
- **Leisure Use or Leisure Rental:** Renter's use of a vehicle for personal travel.

Electronic and Central Billing

- **Electronic Billing:** to use a Pcard not assigned to a renter
- **Central Billing:** to use PO for renters who do not have a Pcard.

Reservations

- Renters are strongly encouraged to make reservations as soon as a need for travel is identified.
- Reservations can also be made by contacting the AVIS/Budget toll-free number; renters should be prepared to provide the AWD or BCD when making a reservation:

**State of Florida Reservation Desk:
800-338-8211**

- AVIS/Budget will hold reservations for three hours after the reservation time; after three hours, renters are considered a

no-show.

- 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.

Minimum Age Requirements

Business Use:

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

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

Leisure Use:

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

Taxes, Surcharges, and Airport Fees

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

Toll Charges

- If the renter does not have a SunPass transponder, and the renter travels through a toll plaza without paying cash, the renter will automatically be charged for using the e-Toll service. The renter will be charged the actual cost for all tolls plus an e-Toll convenience fee of \$3.95 for each day a toll is incurred. The convenience fee will not exceed \$19.75 for the entire rental period.
- Toll charges and convenience fees will be charged to the method of payment for the associated rental within two to eight weeks after the vehicle is returned.

Car Classes and Rates

- The approved vehicle class is Compact for state agency business use rentals, unless upgraded by AVIS/Budget at no additional cost.
- Renters may upgrade to a larger car class at their own expense, the renter must request the larger car class at the time of the reservation, and pay the cost difference the time of pick-up.

In-State Rental Pricing

Class	Daily	Weekly	Monthly	Add'l Hour
Compact	\$25.00	\$150.00	\$525.00	\$8.33
Intermediate	\$27.00	\$162.00	\$567.00	\$9.00
Full Size	\$29.00	\$174.00	\$609.00	\$9.67
Minivan	\$34.75	\$208.50	\$729.75	\$11.58
12 pass. Van	\$53.00	\$318.00	\$1,113.00	\$17.67
Std SUV	\$33.00	\$198.00	\$693.00	\$11.00
Economy	\$25.00	\$150.00	\$525.00	\$8.33
Inter. SUV	\$30.00	\$180.00	\$630.00	\$10.00
Lg SUV	\$90.00	\$540.00	\$1,890.00	\$30.00
Std Pickup	\$50.00	\$300.00	\$1,050.00	\$16.67
Lg Pickup	\$50.00	\$300.00	\$1,050.00	\$16.67
Std Hybrid	\$30.00	\$180.00	\$630.00	\$10.00

Out-of-State Rental Pricing

Class	Daily	Weekly	Monthly	Add'l Hour
Compact	\$31.50	\$189.00	\$661.50	\$10.50
Intermed.	\$33.75	\$202.50	\$708.75	\$11.25
Full Size	\$38.00	\$228.00	\$798.00	\$12.67
Minivan	\$45.50	\$273.00	\$955.50	\$15.17
12 p. Van	\$85.00	\$510.00	\$1785.00	\$28.33
Std SUV	\$39.00	\$234.00	\$819.00	\$13.00
Economy	\$31.50	\$189.00	\$661.50	\$10.50
Inter. SUV	\$38.00	\$228.00	\$798.00	\$12.67
Lg SUV	\$95.50	\$573.00	\$2005.50	\$31.83
Std Pickup	\$52.00	\$312.00	\$1,092.00	\$17.33
Lg Pickup	\$52.00	\$312.00	\$1,092.00	\$17.33
Std Hybrid	\$40.00	\$240.00	\$630.00	\$13.33