

# ***Avis Billing Information - Attachment***

No. 98-10, University Controller's Office, Finance and Accounting; 03/06/1998

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## **Avis Rent A Car System Billing**

- 1. *Car Group***                      **Class code of vehicle rented. X, A, Z and B are all within the state contract. All other classes require justification or the difference must be paid by the traveler at the time of rental.**
  
- 2. *Total Miles Driven***            **This figure is used to compute the fuel service charge on in state rentals.\***
  
- 3. *Method of Payment***           **Anything other than Central reimburses the traveler.**
  
- 4. *State Contract Number***           **This should always be A113400. This assures that all insurance and coverage will be properly applied and that the state contract is followed.**
  
- 5. *Optional Services***            **Rental rates include all collision damage and loss damage waivers. All insurance premiums should be declined, unless the traveler wishes to pay personally.**
  
- 6. *Excess Mileage Charge***           **The charge for each mile over the 100 miles per day average allowed by the state contract. This fee is .07 per mile for cars and .15 per mile for vans (see [DDD 97-18](#) for details) on in state rentals.\***
  
- 7. *Daily Rate***                      **Daily rental rate. When comparing Avis and non-contract rentals for cheaper rates, please remember all insurance is included in the Avis rate and if you rent from a carrier other than Avis you must carry collision and loss damage waiver insurance. Most personal insurance will not cover a rental for business purposes.**
  
- 8. *Free Miles***                        **100 miles per day excluded from the excess mileage charge on in state rentals.\***
  
- 9. *Fuel Service Charge***           **Fuel reimbursement fee. This is the basic fuel charge assessed on all in state miles driven.(.04 on intermediate or smaller cars/.05 on full size cars and vans).\***
  
- 10. *Prepay: Cash***                   **This is the amount the traveler paid either in advance or at the time of return to use a larger car without a justification.**
  
- 11. *Refund: Cash***                   **This is the traveler's reimbursement for gas receipts turned in at the Avis counter; it is not subtracted from the total charges due on in state rentals.\***

\* Out of state rentals include unlimited mileage and do not include fuel.

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