

Avis Billing Information - Attachment

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

CAR RENTAL TIPS

1. Whenever possible, make a reservation. The exclusive State of Florida toll free reservation number is 1-800-338-8211.
2. Be sure to include the State contract number (A113400) on all rentals and reservations, including out of state rentals. This helps to insure proper rates and insurance coverage for state employees.
3. Remember the state rental rate includes all collision damage and all loss damage waivers, as well as primary insurance coverage. PAI and PEP insurance are not included and not reimbursable from the State of Florida. All insurance on the optional services should be declined at the time of rental when renting from Avis.
4. Since rental rates for all classes of vehicles rented in the state of Florida include gas charges, it is preferred that travelers not refuel the vehicle prior to return. For reimbursement of gas purchases simply turn in gas receipts at the counter at the time of return and you will be reimbursed there. Out of state rentals do not include gas and need to be refueled before return.
5. Drop-off charges apply on out of state rentals. These are the charges incurred when picking up a vehicle in one city and dropping it off in another city. These can become very costly in a short period of time.
6. Taxes are charged on in state rentals not paid for with an Avis Company Travel Order (ACTO) and on all out of state rentals.
7. Parking violations are the sole responsibility of the renter. Avis Rent A Car and the State of Florida are not liable for tickets.
8. State employees are required to use compact cars except when the number of passengers or volume of materials to be transported makes the use of a compact car impractical. Justification forms may be completed when requesting an ACTO or at the Gainesville Avis counter at the time of rental. Upgrades may also be prepaid at the Avis counter.
9. If you rent from a vendor other than Avis, compare the rates to be sure the other compact vehicle rate is more economical considering mileage charges, fuel, collision damage waiver, loss damage waiver and primary insurance coverage. You will only be reimbursed an amount equivalent to the lower of the state contract rate or the amount actually paid unless Avis can not provide a vehicle.
10. If you need to rent a vehicle with another vendor you must purchase primary insurance coverage from that vendor. This insurance is only reimbursable to the extent indicated in number 9 above. Your personal insurance may not cover rentals used for business purposes.

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