

# How to Book a Rental Reservation at Avis.com

## Screen 1: Reservation Information

1. On the Avis home screen, fill in the **Enter your pick-up location or zip code** field and choose a location from the drop-down menu to begin the reservation process.
2. Fill in the dates and times of your rental using the input fields.
3. If the driver is under 25, specify in the **Age** tab using the drop-down menu. (25+ is selected by default.)
4. Skip the **Residency** tab.
5. For the **Avis Wizard Number** and **Discount Codes** tabs, refer to the instructions below.

The screenshot shows the Avis.com reservation form. At the top, there is a navigation bar with links for RESERVATIONS, OFFERS, LOCATIONS, CARS & SERVICES, BUSINESS RENTALS, CAR SALES, HELP, and AVIS PREFERRED. The main form has two rows for pick-up and return information. The first row has a pick-up location field (highlighted in yellow) with the text 'Enter your pick-up location or zip code', a date field with '02/10/2021', a time field with 'noon', and a dropdown arrow. Below this row is a red error message: 'Please enter a Pick-up Location'. The second row has a return location field with 'Return to same location', a date field with '02/11/2021', a time field with 'noon', and a dropdown arrow. Below these are tabs for 'Age: 25+', 'Residency: U S A', 'Avis Wizard Number \*', 'Discount Codes \*', and 'Vehicle Type \*'. At the bottom, there is a red car image, snowflake graphics, and a black button labeled 'SELECT MY CAR'.

Figure 1: Avis Home Screen

## Business Rentals

- In the **Avis Wizard Number** tab:
  - For **GEB Direct Billing** – enter the GEB Direct Bill number in the **Wizard Number** field and the renter’s last name in the **Last Name** field. (See *Helpful Tips* for how to obtain this number.)
  - For **Avis Preferred Accounts** – enter your Preferred Account number in the **Wizard Number** field and leave the **Last Name** field blank. (It will auto-populate from the account profile.)
- Skip the **Discount Codes** and **Vehicle Type** tabs.
- Tap the **Select My Car** button. This will complete the billing screen and take you to the selection screen.

## Personal Rentals

- Skip the **Avis Wizard Number** tab and go to the **Discount Codes** tab.
- Enter the Avis Worldwide Discount (AWD) code in the **Discount Code** field. Leave the **Coupon Code** and **Rate Code** fields blank.

**AWD Code for Personal Rentals = S954700**

- Skip the **Vehicle Type** tab.
- Tap the **Select My Car** button. This will complete the billing screen and take you to the selection screen.

## Screen 2: Vehicle Selection

1. Business renters must select **Economy** unless otherwise approved. (See *Helpful Tips* for more information.)
2. When you choose a vehicle, a **Recommended Extras** screen will appear offering additional rental options.
  - Business renters must disregard this menu, as extra options cannot be used with Direct Billing.
3. Once you've selected your vehicle and options (if applicable), tap the **Proceed to Checkout** button.

**AVIS** LOG IN CHAT NOW

1 2 3 RENTAL OPTIONS 4

**Pick-Up**  
Hilton Univ Of Florida Conference Center, G1V  
Wed, Feb 10, 12:00 PM

**Return**  
Hilton Univ Of Florida Conference Center, G1V  
Thu, Feb 11, 12:00 PM

**Economy**  
Ford Fiesta or similar  
Automatic Transmission

Base Rate \$25.00  
Mileage Unlimited  
Rental Options \$0.00  
Discount Codes \$3.89  
Fees & Taxes  
Estimated Total **\$28.89**

Modify / View Rental Details

**RECOMMENDED EXTRAS**  
Discount Packages Protections & Coverages Equipment Services

**EXTRA OPTIONS, EXTRA SAVINGS**  
Select a discounted protection package and save up to 15%

**Data Saver Package** Save \$1.84  
✓ Satellite Radio  
✓ Hands-Free Navigation  
\$18.44/DAY \$16.60/DAY

**Protection & Safety Package** Save \$3.10  
✓ Cover The Car  
✓ Cover Roadside Issues  
\$38.98/DAY \$35.88/DAY

**Ultimate Protection Package** Save \$3.10  
✓ Cover The Car  
✓ Cover My Liability  
✓ Cover Roadside Issues  
\$56.35/DAY \$52.25/DAY

PROCEED TO CHECKOUT

Figure 2: Vehicle Selection Screen

## Screen 3: Your Information

### Business Rentals

1. In the **Your Information** section, enter the renter's first name, SF email, and SF phone number.
2. If your department wants to implement a cost cap for this rental, enter the amount in the **Cost Control** field.
3. In the **Travel Information** section you can enter flight data for the renter, if any. (If none, leave these blank.)
4. Check the box to accept the **Terms and Conditions**.
5. Tap the **Reserve** button.
6. The renter will receive a reservation confirmation email, and a final receipt via email after the rental is returned.

**YOUR INFORMATION**

First Name

Email

Phone (optional)

Yes, I want to receive text messages regarding my reservation. See our [Terms and Conditions](#).

Cost Control

Your driver's license may be subject to verification from the state of issuance.

**TRAVEL INFORMATION**

We recommend providing your Travel information below. These details help us stay informed of any changes in your travel plans and allow our agents to better prepare for your arrival.

[+] Feedback

Figure 3: Direct Billing Information Screen

## Personal Rentals

1. Complete the **Your Information** section.
2. Check the box in the gray bar to use your credit card for payment.
3. Check the box to accept the **Terms and Conditions**.
4. Tap the **Reserve** button. You will be prompted to enter your credit card information.
5. After payment is processed, you will receive a reservation confirmation email and a final receipt upon return.

**YOUR INFORMATION** ⓘ

First Name

Last Name

Email

Send me email promotions and offers.

Phone (optional)

Yes, I want to receive text messages regarding my reservation. See our [Terms and Conditions](#). ⓘ

Use your credit card to pay now and secure your vehicle.

You can now split your payment across two credit cards. \$0 due today. ⓘ  
**Save time and add your card now.**

**TERMS & CONDITIONS**

I have read and accept the [Location Policies](#) and [Rental Terms and Conditions](#).

**RESERVE**

Figure 4: Personal Rental Information Screen

## Helpful Tips

### Pickup Reminder:

Business and Personal renters must present their valid **SF College ID** card at the counter to pick up their vehicle. Without a valid SF ID, business rentals will not proceed, and personal rentals will be charged the regular (non-discounted) rate.

### Allowable Vehicles for Business Rentals

**Vehicle Size** – Business renters must choose an **Economy** vehicle unless otherwise approved. If a larger vehicle is necessary (several people traveling together, transporting materials, etc.), you must obtain approval from your supervisor **BEFORE** placing your reservation. Travel may require written justification, depending on the circumstances.

**Upgrades** – Business renters who do not qualify for a larger vehicle but wish to upgrade may do so **at their own expense**. Contact [Travel](#) for instructions on how to do this **BEFORE** making your reservation.

**Vans** – Per Safety, 12-passenger vans may be rented, but **only ten (10) passengers are permitted, including the driver**.

## Where to Find the GEB Direct Billing Number

In **eStaff**, go to **My Accounts** and choose **Travel Request/Inquiry** to access the travel requisition screen. Scroll down to the **Avis/Budget** section. The Direct Billing number is listed underneath (blacked out here for confidentiality):

	Cost	Paid
<b>Mileage:</b>	Ride with Others: <input type="checkbox"/> Personal Car: <input type="checkbox"/> Official Miles: Vicinity Miles: <a href="#">View In-District Mileage Chart</a> <a href="#">View Out-of-District Mileage Chart</a>	
<b>Rental:</b>	Rental Car: <input type="checkbox"/> Rental Days:	
<b>Avis/Budget:</b>		

Figure 5: eStaff Travel Request

**Reminder: the Direct Billing number is for College use only. Do not share it with anyone outside the College.** Personal rentals must use the Avis Worldwide Discount Code as demonstrated in section 1 above.

## How to Retrieve An Online Receipt

On the Avis home page, select the **Reservations** tab at top left, then choose **Get E-Receipt**. Enter the renter's last name and the reservation number (no spaces or dashes), and tap the **Get Receipt** button for a printable electronic receipt.

**AVIS** RESERVATIONS OFFERS LOCATIONS CARS & SERVICES BUSINESS RENTALS CAR SALES HELP AVIS PREFERRED SIGN UP LOG IN

## CAR RENTAL RECEIPT

To request a receipt, please complete the fields below, or **log in** to your Avis profile and access your Past Rentals page. **If you are unable to retrieve your e-Receipt within 24 hours, please contact customer service at 1-800-352-7900 for further information.**

**Note:** Miles/Points can be added when viewing receipt.

Country: USA  
Last Name: [Redacted] **Last Name is a required field.**  
Confirmation/Rental Agreement Number: [Redacted]

**GET RECEIPT** [-] Feedback

Figure 6: Receipt Request Page

## Additional Help

If your question has not been answered here, contact [Travel](#).