# 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.

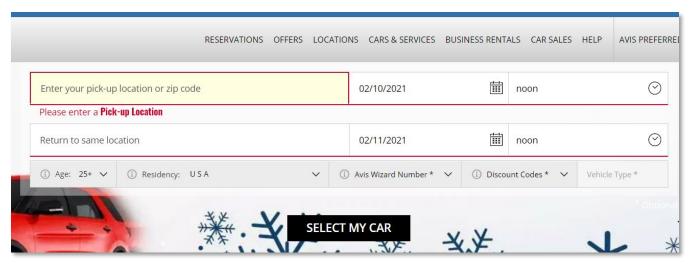


Figure 1: Avis Home Screen

#### **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 = \$954700**

- 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.

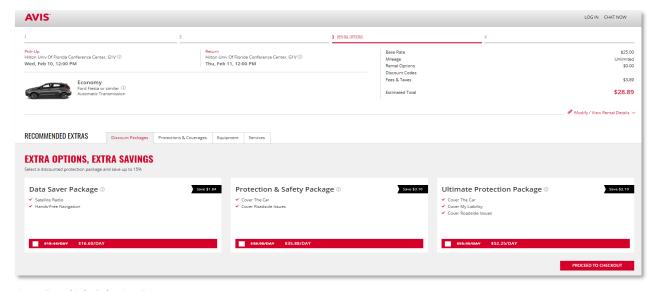


Figure 2: Vehicle Selection Screen

## **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.

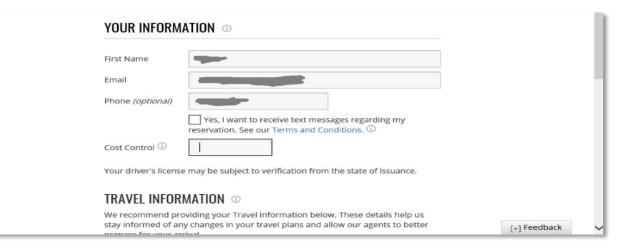


Figure 3: Direct Billing Information Screen

#### **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.

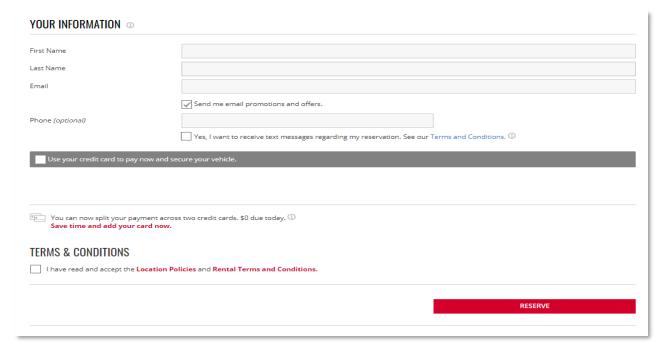


Figure 4: Personal Rental Information Screen

## **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 <u>Travel</u> 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):

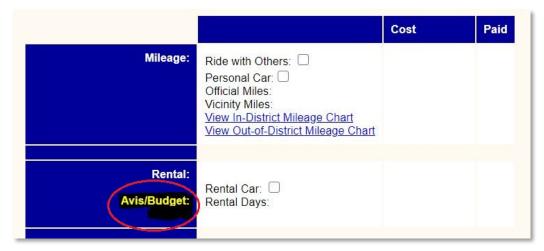


Figure 5: eStaff Travel Request

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.

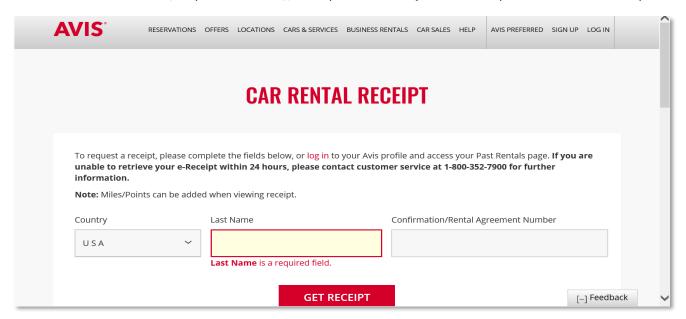


Figure 6: Receipt Request Page

## **Additional Help**

If your question has not been answered here, contact <u>Travel</u>.