Avis Budget Reservations - Reminders

USF Travel Community:

Auto rental reservations with Avis Budget Group (ABG) should be made through the S**tate of Florida Avis Budget Group portal**. A link to the portal is provided on the [Travel website](https://www.usf.edu/business-finance/controller/payment-services/avis-budget-rental-car-contract.aspx). Using this portal will ensure accuracy with your reservation as a unique code for USF users will be prepopulated.

* If the portal shows no vehicles available, please use [floridahelp@avisbudget.com](mailto:floridahelp@avisbudget.com) to contact Raylene Clegg, our designated ABG representative.

* **Fuel Service Option should never be selected**and may be considered an optional personal expense due to the additional surcharge**.** Page 5 of the ABG User Reference Guide.

* At the time of return, the vehicle should have a full tank of gas or the same amount of gas that was in the vehicle at the time of pick-up, if the renter agreed to accept less than a full tank. Page 6 of the ABG User Reference Guide. Not refueling prior to return could result in additional costs, to be borne by the traveler.

* If you plan to use ABG upgrade coupons, you must verify they are allowable on business rentals.  As the state contract rate is deeply discounted versus current market pricing, many coupons are valid only on personal rentals.  Any incremental costs incurred for rental car upgrades are considered a personal expense and not reimbursable and not allowable on PCard.

* **Rental insurance coverage is included in the state contract for USF business use rentals**.  Additional coverages should not be selected and will be considered a personal expense.

Following the guidance above and **using only the portal** for booking will help prevent rental issues, unnecessary additional fees, and unallowable optional costs.

**Complete information on the Avis/Budget Group Rental Car Contract and User Reference Guide are available on the**[**Travel website**](https://www.usf.edu/business-finance/controller/payment-services/avis-budget-rental-car-contract.aspx)