

Avis/Budget Rental Car Announcement

All vehicle rentals for university business should now be made using Avis/Budget. Recently, the state of Florida entered into a new rental vehicle contract with Avis/Budget to provide state employees with discounted rentals. This agreement became effective September 30 when the previous contract with Enterprise/National expired.

If you previously used Enterprise/National direct-bill setup on your PCard and would like to update it or if you would like to add direct-bill setup to your PCard for the first time, you will need to apply for Avis Wizard and Budget RapidRez numbers using the forms below:

Avis Global Electronic Billing Terms of Agreement

https://fa.ucf.edu/wp-content/uploads/sites/2/Avis_GEB_Fillable_Form.pdf

Budget Applicant Program Terms of Agreement

https://fa.ucf.edu/wp-content/uploads/sites/2/Budget_Club_Applicant_Fillable_Form.pdf

When booking rental vehicles through Concur, the negotiated rates will be shown. If booking a rental vehicle outside of Concur, reservations should be made using either the Avis or Budget website. The appropriate discount code should be entered when making the reservation.

Brand	Business Use Rental Codes	Leisure Use Rental Codes
Avis (AWD)	A113400	S954700
Budget (BCD)	T417600	T118900

Avis Website

<https://avis.com/en/home>

Budget Website

<https://budget.com/en/reservation/make-reservation>

The Travel Manual, Frequently Asked Questions, and Useful Links on the UCF Travel website have been updated to reflect this change:

UCF Travel Manual

https://fa.ucf.edu/wp-content/uploads/sites/2/Travel_Manual.pdf

UCF Travel Frequently Asked Questions

<https://fa.ucf.edu/travel-payables-faq/>

UCF Travel Useful Links

<https://fa.ucf.edu/travel-payables-useful-links/>

Please remember that the university's travel freeze is still in effect. If you have any questions, you may contact the Travel office at travelfa@ucf.edu.