



PENSACOLA STATE COLLEGE

How to rent a car with Avis/Budget for PERSONAL use with PERSONAL Funds

1. Click [here](#) to start the registration.

The screenshot shows the Avis/Budget website interface. At the top, the logos for AVIS and Budget are displayed. Below the logos, the text reads "State of Florida's supplier for rental vehicles." The main form area is dark blue and contains the following fields and options:

- Pick-up**
 - FROM: [text input field]
 - Date: 10/14/2021
 - Time: 12:00 PM (dropdown menu)
- Return**
 - RETURN TO SAME LOCATION: [text input field]
 - Date: 10/15/2021
 - Time: 12:00 PM (dropdown menu)
- Travel type: Business Travel Leisure Travel
- Identification: AVIS AWD # [text input field] BUDGET BCD # [text input field]
- Actions: [Change or cancel an existing reservation](#) and a yellow button labeled **Find My Car**.


2. Enter the pick-up and return dates and location information.

- Select the "Leisure Travel" option box.
- Select "Find My Car" Box.













The screenshot shows the AVIS and Budget logos at the top. Below them is the text "State of Florida's supplier for rental vehicles." The form is set against a dark blue background and contains the following elements:

- Pick-up:** A text field containing "PENSACOLA REGIONAL AIRPORT, PENSACOLA, FL US (PNS)" with a red arrow pointing to it from the left.
- Pick-up Date:** A date field containing "11/16/2021" with a red arrow pointing to it from the left.
- Pick-up Time:** A time dropdown menu set to "12:00 PM" with a red arrow pointing to it from the left.
- Return:** A text field containing "RETURN TO SAME LOCATION" with a red arrow pointing to it from the left.
- Return Date:** A date field containing "11/17/2021" with a red arrow pointing to it from the left.
- Return Time:** A time dropdown menu set to "12:00 PM" with a red arrow pointing to it from the left.
- Travel Type:** Two radio button options: "Business Travel" (unchecked) and "Leisure Travel" (checked). A red arrow points to the "Leisure Travel" option.
- Vehicle IDs:** Two text fields containing "S954700" and "T118900".
- Buttons:** A link "Change or cancel an existing reservation" and a yellow button "Find My Car". A red arrow points to the "Find My Car" button from the right.


3. Confirm the pick-up location at the top of the page and dates of the rental.
4. Select the car to rent from the options shown on this page by clicking under the price of the vehicle shown.

Pensacola Intl Airport  Tue Nov 16 12:00 PM > Wed Nov 17 12:00 PM CHANGE




Brands: AVIS Budget Corporate Rates Filter Results v

	AVIS	Budget
 Economy Car <small>Show Details ></small>	\$25.00 	\$25.00 
 Compact Car <small>Show Details ></small>	\$25.00 	\$25.00 
 Intermediate Car <small>Show Details ></small>	\$27.00 	\$27.00 
 Standard Car <small>Show Details ></small>	\$29.00 	\$29.00 

5. A new page will open showing the reservation costs in the bottom right corner of page.

Pensacola Intl Airport  Tue Nov 16 12:00 PM > Wed Nov 17 12:00 PM CHANGE

If GPS is selected, the cost is the responsibility of the renter.
 Loss Damage Waiver and 3rd party liability is a component of the rental rate when renting for State business in Florida and at participating Avis or Budget locations in the rest of US and CA.

<h3>Equipment / Services</h3> <p>Additional Driver <input type="checkbox"/> \$13.00/day</p> <p>GPS Navigation  <input type="checkbox"/> \$12.99/day</p>	 CONTINUE	<h3>Reservation Details</h3> <p style="text-align: right;">AVIS</p> <p>Compact Car Kia Soul or similar <small>Modify </small></p> <hr/> <p>Base Rate \$25.00</p> <hr/> <p>Taxes and Surcharges \$12.29</p> <hr/> <p>Mileage Unlimited Free miles</p> <hr/> <p>Estimated Total \$37.29</p> <hr/> <p>Rate Rules <small>Maximum 330 Day(s)</small></p>
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6. On the next page, you will enter your first and last name and your COLLEGE EMAIL address before entering your payment information at the bottom of this page.

The screenshot shows the AVIS reservation form. On the left, the 'Renter Information' section includes fields for First Name (FIRST), Last Name (LAST), State issued email address (TEST@PENSACOLASTATE.EDU), Phone Number (optional), and Cost Control (optional). Below this is the 'Flight Information' section with an Airline dropdown and a Flight (optional) field. At the bottom left is the 'Payment Information' section with a dropdown menu. On the right, the 'Reservation Details' section shows a Compact Car (Kia Soul or similar), Base Rate (\$25.00), Taxes and Surcharges (\$12.29), and Mileage (Unlimited Free miles). The 'Estimated Total' is \$37.29. A 'BOOK' button is located at the bottom center.

7. Choose the drop-down arrow in the "Payment Information" section.

This close-up shows the 'Payment Information' section. A blue dropdown menu is open, displaying 'Select one of these options'. A red arrow points to the drop-down arrow on the right side of the menu. A 'BOOK' button is visible below the menu.


8. Choose "Pay later at the Counter with a credit card." This should be the first option offered.

This close-up shows the 'Payment Information' section. The dropdown menu is open, and 'Pay later at the counter with a credit card' is selected. A red arrow points to the selected option. A 'BOOK' button and a 'TERMS AND CONDITIONS' button are visible below the menu.

9. After selecting the "Pay later" option, click the blue "BOOK" button beneath this line.

Payment Information

Pay later at the counter with a credit card

BOOK 

10. A new page will populate after clicking the "Book" button. It includes that the Avis confirmation number. The reservation summary page also includes "Taxes and Surcharges."







11. Print the Confirmation Page.

[Back to Avis Budget Group Partner Page](#) **AVIS**[®]

Confirmation Number: 16594520US5

The following was calculated based on the information shown that you provided to us. Changes in pick-up or return locations, car group, optional services, dates or times may change this rate. Renter must meet Avis age, driver and credit requirements. Please refer to the terms and conditions below for details. Note: Your drivers license may be subject to verification at time of rental.

Reservation Details

Personal Information Modify 		Rate Information	
Name	FIRST LAST	Compact Car	Modify  AVIS
E-mail	TEST@PENSACOLASTATE.EDU	Kia Soul or similar >	
Reservation Information Modify 		Base Rate	\$25.00
Rate Code	CB	Taxes and Surcharges >	\$12.29
AWD Number	S954700	Mileage	Unlimited Free miles
Age	25	Estimated Total \$37.29	
Country Of Residence	US	Notes	
Location Information		Your rate was calculated based on the information provided. Some modifications may change this rate.	
Pick-up	Drop-off	Modify 	
November 16, 2021 12:00 PM	November 17, 2021 12:00 PM		
Pensacola Intl Airport - PNS 	Pensacola Intl Airport - PNS 		
2430 Airport Boulevard	2430 Airport Boulevard		
Pensacola, FL 32504 US	Pensacola, FL 32504 US		
(1) 850-433-5614	(1) 850-433-5614		
Latitude: 30.476213, Longitude: -87.1939	Latitude: 30.476213, Longitude: -87.1939		

12. Process Completed.