



How to rent a car with Avis/Budget

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 them, a text prompt reads: "State of Florida's supplier for rental vehicles." The main form area has a dark blue background 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 "Business Travel" option box.

AVIS **Budget**

State of Florida's supplier for rental vehicles.

Pick-up

 PENSACOLA REGIONAL AIRPORT, PENSACOLA, FL US (PNS)

 10/16/2021

12:00 PM 

Return

 RETURN TO SAME LOCATION

 10/17/2021

12:00 PM 

 **Business Travel** Leisure Travel

Florida Entity

SELECT  SELECT 

AVIS AWD # BUDGET BCD #

Change or cancel an existing reservation 

3. Under the Florida Entity section, click the drop-down option arrow and choose the “College and Universities” option.

The screenshot shows the AVIS/Budget website interface. At the top, the AVIS and Budget logos are displayed. Below the logos, the text reads "e State of Florida's supplier for rental vehicles." The main form area is dark blue and contains several sections: "Pick-up" with a "FROM" field, a date field set to "10/14/2021", and a time field set to "12:00 PM"; "Return" with a "RETURN TO SAME LOCATION" field, a date field set to "10/15/2021", and a time field set to "12:00 PM"; "Business Travel" (checked) and "Leisure Travel" (unchecked) radio buttons; "Florida Entity" and "Division" dropdown menus; "AVIS AWD #" and "BUDGET BCD #" input fields; and a "Find My Car" button. A red arrow points to the "COLLEGES & UNIVERSITI" option in the Florida Entity dropdown menu.

4. Under the “Division” section, choose the drop-down option to select Pensacola State College

The screenshot shows the AVIS/Budget website interface, similar to the previous one. The "Florida Entity" dropdown menu is now set to "COLLEGES & UNIVERSITI". The "Division" dropdown menu is now set to "PENSACOLA STATE COLL". A red arrow points to the "PENSACOLA STATE COLL" option in the Division dropdown menu. The "AVIS AWD #" field now contains "B133455" and the "BUDGET BCD #" field contains "T417748". The "Find My Car" button is still present at the bottom right.

5. Click the yellow "Find My Car" button.
 - Additional information will populate underneath the College & Universities section and under Pensacola State College when it is has been chosen (as shown above).

AVIS

State of Florida's supplier for rental vehicles.

Pick-up

PENSACOLA REGIONAL AIRPORT, PENSACOLA, FL US (PNS)

10/14/2021 12:00 PM

Return

RETURN TO SAME LOCATION

10/15/2021 12:00 PM

Business Travel Leisure Travel

Florida Entity **Division**

COLLEGES & UNIVERSITI PENSACOLA STATE COLL

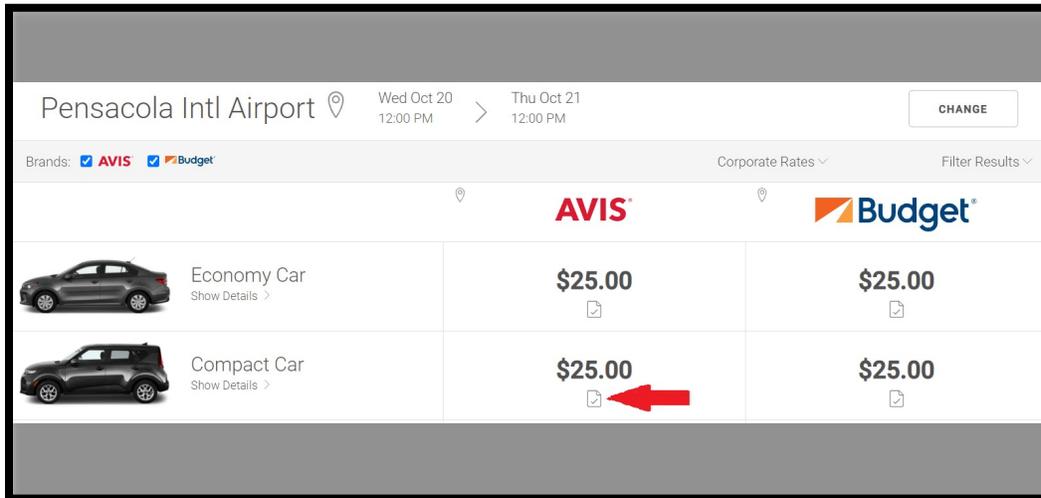
B133455 T417748

Change or cancel an existing reservation Find My Car

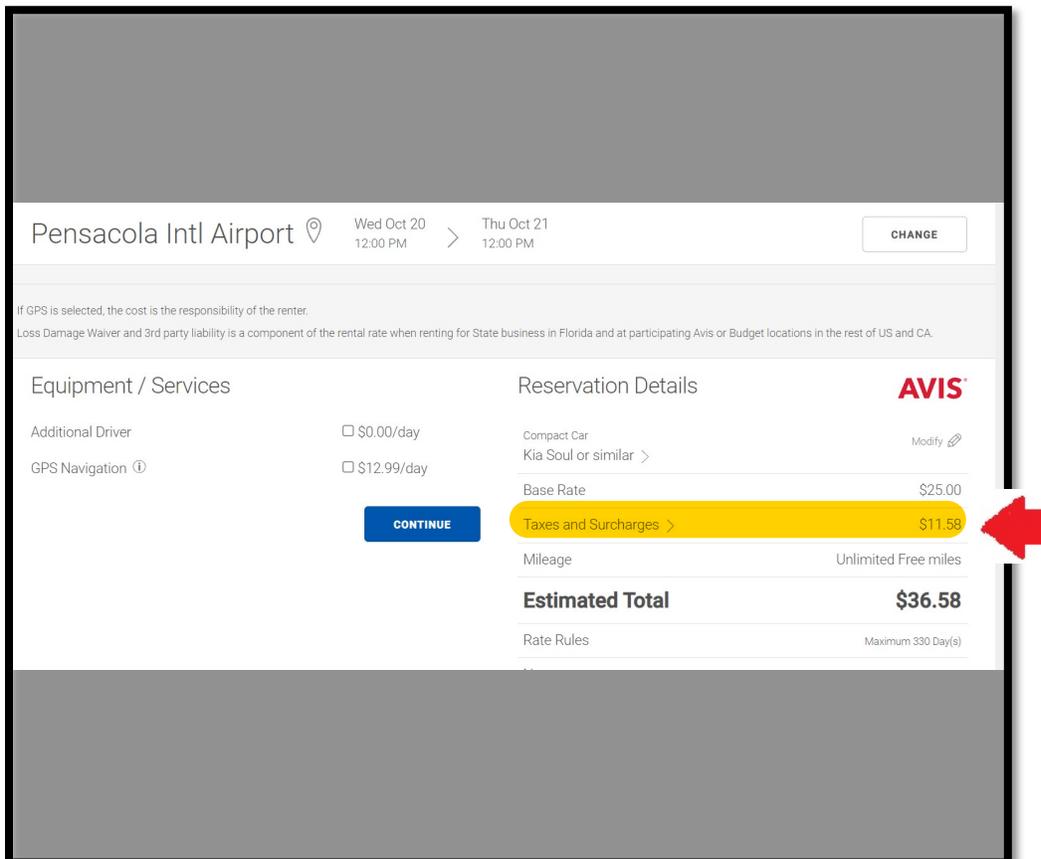
6. A new page will open with different car options to rent.
 - (Example pictured below)

Pensacola Intl Airport		Wed Oct 20 12:00 PM	>	Thu Oct 21 12:00 PM	CHANGE
Brands: <input checked="" type="checkbox"/> AVIS <input checked="" type="checkbox"/> Budget		Corporate Rates		Filter Results	
	Economy Car Show Details >	\$25.00		\$25.00	
	Compact Car Show Details >	\$25.00		\$25.00	

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



9. A new page will open showing the reservation costs in the bottom right corner of page.
 - *(It will include taxes, but the College will not be charged taxes and this part of the reservation will be removed when the reservation is submitted and finalized.)*



10. After confirming the base rate is correct, click the blue "Continue" button on the left side of the screen.

Pensacola Intl Airport Wed Oct 20 12:00 PM > Thu Oct 21 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.

Equipment / Services	Reservation Details	AVIS
Additional Driver <input type="checkbox"/> \$0.00/day	Compact Car Kia Soul or similar >	Modify
GPS Navigation <input type="checkbox"/> \$12.99/day	Base Rate	\$25.00
	Taxes and Surcharges >	\$11.58
	Mileage	Unlimited Free miles
	Estimated Total	\$36.58
	Rate Rules	Maximum 330 Day(s)

11. On the next page, you will enter your first and last name and your College email address before entering the P-card information in the payment information at the bottom of this page.

Renter Information

First Name

Last Name

State issued email address

Phone Number (optional)

Cost Control (optional)

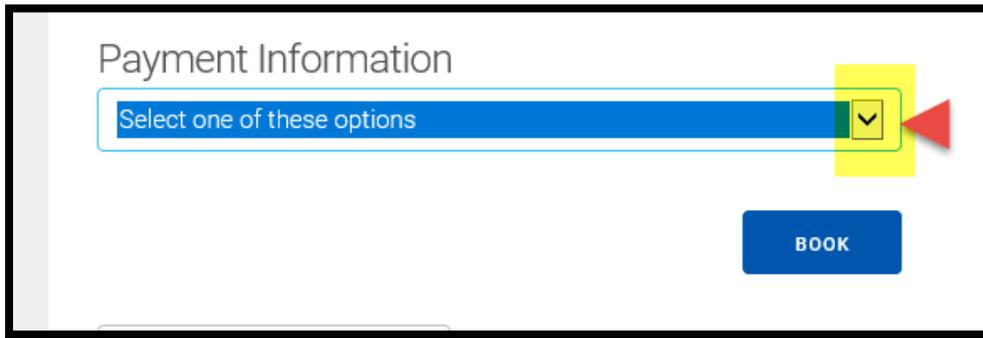
Flight Information

Airline

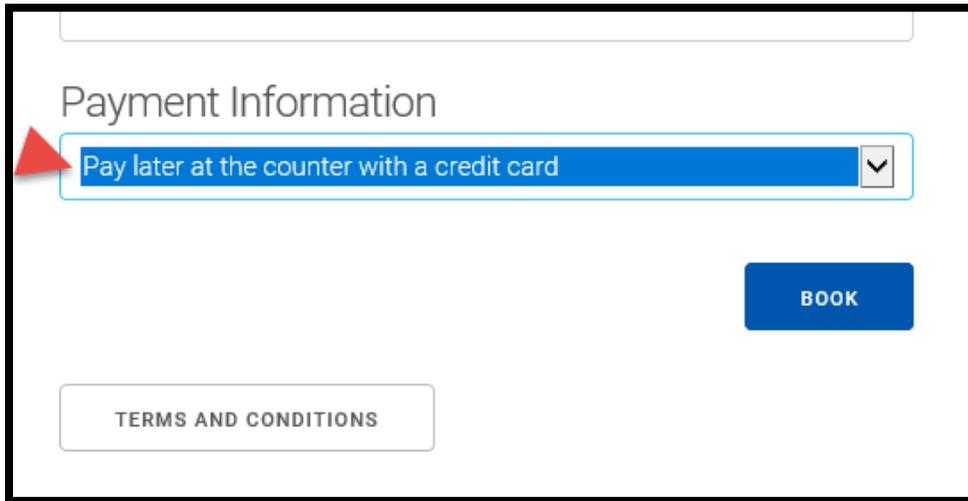
Flight (optional)
Numbers only please

Payment Information

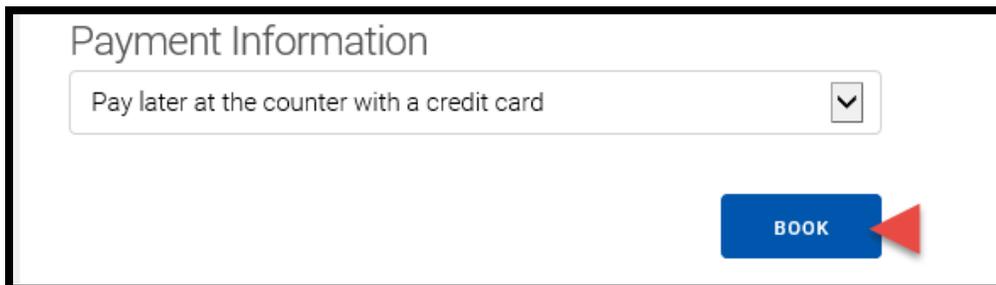
12. Choose the drop-down arrow in the "Payment Information" section.



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



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



15. 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.”
- *The taxes and surcharges will need to be removed when the vehicle is picked up(by the Avis counter person) when the P-card is charged.*

Confirmation Number: 15421692US6

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.

[MAKE A NEW RESERVATION](#)
[CANCEL THIS RESERVATION](#)

Reservation Details

Personal Information		<small>Modify</small>	Rate Information	
Name	TEST Pensacola		Compact Car	<small>Modify</small> AVIS
E-mail	fyoung@pensacolastate.edu		Kia Soul or similar >	
Reservation Information		<small>Modify</small>	Base Rate	\$25.00
Rate Code	BL		Taxes and Surcharges >	\$11.58
AWD Number	B133455		Mileage	Unlimited Free miles
Age	25			
Country Of Residence	US		Estimated Total	\$36.58

Notes
Your rate was calculated based on the information provided. Some modifications may change this rate.

16. Print the Confirmation Page.

17. Process Completed.