Guidelines for Car Rentals

Policy

In accordance with Disbursement Policy #5.10 travelers may rent vehicles for advancement purposes, as necessary to accomplish the missions of UFF or UFAA.

Enterprise and National are the state’s contracted rental car providers for the Foundation (account # FL43002). Either provider may be used nationwide, but it is recommended to use National at airports, for their counter bypass service. The state’s contract includes discounted rates and collision insurance coverage. Additional services include complimentary “We’ll Pick You Up” service (with advance notice), road-side assistance, and no additional fees on drivers under 25. The vehicles approved for use are as follows:

- **Preferred**: Compact, Intermediate, Standard, or Full Size Sedans.
- **Optional**: Minivan, Standard SUV (5-passenger), 12-passenger van requires a business purpose for the additional spatial requirement.

**Do not return rental without refueling.** Travelers must return rental vehicles with the same level of fuel at the time of pickup. Fuel surcharges are not reimbursable, unless there is a business purpose or the per gallon cost of refueling is documented comparable to the per gallon cost of the fuel surcharge.

For all other vehicles, please contact Finance & Accounting prior to reserving. An itemized copy of the rental agreement is required.

Rental vehicles can be easily arranged for FBO or private/executive airport usage. Please contact Finance and Accounting for more details.

Register an Emerald Club Account

An Emerald Club account must be registered to make reservations for vehicle rentals. Please follow the steps indicated below to register an account. While the link displays “National”, the Emerald Club profile is used with both National and Enterprise.

**Step 1:** Using the browser of your choice, log onto the *Emerald Club link* (available on the Business Center>Other Resources>Outside Links).

**Step 2:** Click the *Enroll Now* link towards the left of the page.
Step 3: Read the terms and conditions then click I Accept.

Step 4: Allow the quick search, in the event you already have an account or not. Leave the Source Code alone.

Step 5: Complete the Emerald Club Enrollment form. Note: decline all rental preferences, set the car type preference as Full Size-4 Door/Automatic/Air or lower, completing reward preferences is optional, edit email preferences accordingly, and do not forget to put your credit card information - debit cards are not accepted (corporate cards can only be used by whoever’s name is on the card).
Step 6: You will receive a “Thank you for enrolling” email.

Reserve Vehicle Process

Please follow the steps indicated below to reserve a vehicle. While the link displays “Enterprise”, it is used with both National and Enterprise.

Step 1: Using the browser of your choice, log onto the Foundation’s Private Rental Portal (available on the Business Center>Other Resources>Outside Links) and select the provider of choice. Remember, it is recommended to use National at airports. (change in next 3 weeks).

Step 2: Login with your Emerald Club account and input the appropriate trip information.

Step 3: Select the location nearest you or the location you prefer most. Note: “We’ll Pick You Up” service is available within 10 miles of the local branch with a 24-hour advance notice.
**Step 4** Enterpise: Select a policy approved vehicle. All options listed (fuel service, child seats, damage waivers, personal effects coverage, etc.) should be declined except GPS, if necessary. Options like roadside assistance and liability coverage are already included as part of the contract.

**Step 5** Enterpise: Review and confirm your reservation.

**Step 2** National: Login with your Emerald Club account and input the appropriate trip information.

**Step 3** National: Select a policy approved vehicle.
Step 4: All options listed (fuel service, child seats, damage waivers, personal effects coverage, etc.) should be declined except GPS, if necessary. Options like road-side assistance and liability coverage are already included as part of the contract.

Step 5: Review and confirm your reservation.

Additional Notes

Rate Chart

<table>
<thead>
<tr>
<th>State Required Class</th>
<th>ACRIS Code</th>
<th>Vehicle Example* (Make/Model)</th>
<th>Daily Rate</th>
<th>Hourly Rate</th>
<th>Weekly Rate</th>
<th>Monthly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy</td>
<td>ECAR</td>
<td>Chevy Aveo</td>
<td>$25.50</td>
<td>$8.42</td>
<td>$165.75</td>
<td>$612.00</td>
</tr>
<tr>
<td>Compact</td>
<td>CCAR</td>
<td>Nissan Versa</td>
<td>$25.55</td>
<td>$8.43</td>
<td>$166.08</td>
<td>$613.20</td>
</tr>
<tr>
<td>Intermediate</td>
<td>ICAR</td>
<td>Toyota Corolla</td>
<td>$27.25</td>
<td>$8.99</td>
<td>$177.13</td>
<td>$654.00</td>
</tr>
<tr>
<td>Fullsize</td>
<td>FCAR</td>
<td>Chevy Impala</td>
<td>$29.50</td>
<td>$9.74</td>
<td>$191.75</td>
<td>$708.00</td>
</tr>
<tr>
<td>Minivan</td>
<td>MVAR</td>
<td>Dodge Grand Caravan</td>
<td>$35.00</td>
<td>$11.55</td>
<td>$227.50</td>
<td>$840.00</td>
</tr>
<tr>
<td>12 Passenger Van</td>
<td>SVAR</td>
<td>Chevy Express</td>
<td>$55.00</td>
<td>$18.15</td>
<td>$357.50</td>
<td>$1,320.00</td>
</tr>
<tr>
<td>Standard SUV</td>
<td>SFAR</td>
<td>Chevy Equinox</td>
<td>$35.00</td>
<td>$11.55</td>
<td>$227.50</td>
<td>$840.00</td>
</tr>
</tbody>
</table>
### Out-of-State Rates:

<table>
<thead>
<tr>
<th>State Required Class</th>
<th>ACRIS Code</th>
<th>Vehicle Example* (Make/Model)</th>
<th>Daily Rate</th>
<th>Hourly Rate</th>
<th>Weekly Rate</th>
<th>Monthly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy</td>
<td>ECAR</td>
<td>Chevy Aveo</td>
<td>$31.50</td>
<td>$10.40</td>
<td>$189.00</td>
<td>$661.50</td>
</tr>
<tr>
<td>Compact</td>
<td>CCAR</td>
<td>Nissan Versa</td>
<td>$31.50</td>
<td>$10.40</td>
<td>$189.00</td>
<td>$661.50</td>
</tr>
<tr>
<td>Intermediate</td>
<td>ICAR</td>
<td>Toyota Corolla</td>
<td>$34.00</td>
<td>$11.22</td>
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</tr>
<tr>
<td>Fullsize</td>
<td>FCAR</td>
<td>Chevy Impala</td>
<td>$38.25</td>
<td>$12.62</td>
<td>$229.50</td>
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<td>MVAR</td>
<td>Dodge Grand Caravan</td>
<td>$44.50</td>
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<td>12 Passenger Van</td>
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<td>$85.00</td>
<td>$28.05</td>
<td>$357.50</td>
<td>$1,347.50</td>
</tr>
<tr>
<td>Standard SUV</td>
<td>SFAR</td>
<td>Chevy Equinox</td>
<td>$39.25</td>
<td>$12.95</td>
<td>$235.50</td>
<td>$824.25</td>
</tr>
</tbody>
</table>

### Additional Rates per Location Below:

- **Chicago** - $10 per day
- **NY/NJ/CT Metro Area; Westchester, Islip, Stamford, Jersey City** - $18 per day
- **Manhattan** - $25 per day

#### Handling of Tolls

- It is highly recommended that you **always check your travel with the provider** if unsure or concerned how to handle toll booths in any area, **as toll policies are subject to change without notification**.
- **Florida**: There is a $3.95 per day of use convenience charge, plus tolls; not to exceed $19.75. In lieu of transponders Enterprise and National use the PlatePass program for tolls.
  - Example: Travel to Orlando for 5 days and have tolls on 2 travel days. The charge will be $7.90 plus the cost of the tolls.
  - If you do not want to use this service, you have two other options:
    - Pay each toll with the toll booth attendant
    - If you have a personal transponder, PlatePass will not assess a charge
• To print a receipt of tolls, please use the appropriate website:
  o [National](https://www.htallc.com/en/invoice/search)
  o [Enterprise](https://www.htallc.com/en/invoice/search)

Accident or Collision

In the unfortunate event damage occurs to a rental vehicle, the following information will help alleviate excessive inquiries and communication back and forth between the traveler and Enterprise/National:

• Call the police, if involved in an accident. The police report will aid in supplying the information that the Enterprise/National Damage Recovery Unit will need.
• Ask to complete an accident report upon returning the vehicle. This will afford an opportunity to provide more information relating to the damage. Only supply information you are comfortable providing.

Leisure Use of Contract

Liability and collision/loss damage insurance coverage, along with roadside assistance, for Leisure Rentals are NOT included. Renters are responsible for purchasing or having in effect such coverage for Leisure Rentals. In order to make leisure rentals, please go to the State of Florida Rental Portal (available on the Business Center>Other Resources>Outside Links) and click the leisure option.

An additional charge of $15 per day is assessed on Leisure Rentals when adding an additional driver to a rental, or for an underage driver.

Rental Contract FAQs (Florida Department of Management Services)

• What is the **refuel policy** with Enterprise/National?
  o To avoid fuel charges, return the vehicle with the same level of fuel received at the time of check out.
  o National locations provide a full tank.
  o Enterprise provides a minimum half tank of fuel at checkout at all Florida locations, and ¼ tank at non-Florida locations.
  o Enterprise locations are off-airport and typically do not have fuel stations onsite.

• How do I know **which brand to use**?
  o You will have access to National and Enterprise at the airport.
  o You will have access to the Enterprise at non-airport locations. Use Enterprise for month-long rentals and specialty vehicles.

• What are the **advantages of National**?
  o Counter bypass with Emerald Aisle Service.
  o Choose your own car when you rent – often a complementary upgrade.
  o Members-only counters with pre-printed rental agreements.
  o Rewards for leisure rentals – free rental credits or frequent flyer miles.
  o Special offers and travel discounts.

• What are the **advantages of Enterprise**?
  o Enterprise Rent-A-Car provides a vast network of more than 5,500 neighborhood locations in North America to service your off-airport needs.
Free customer pickup and drop-off within 10 miles of the local branch with a 24-hour advance notice.
Recognition – Emerald Club members are recognized at all U.S. Enterprise locations and earn points towards free rental days (leisure rentals only).

Contact Us

UF Foundation, Finance | 352-392-9503

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