

Parking Instructions

for 39th Avenue Enterprise Location

- UF has been granted permission by the City of Gainesville to utilize a parking lot across the street from the Enterprise location at 410 NW 39th Avenue. If you pick up your vehicle from this location, you will have parking available for you at no cost. The City did request that we park at the end of the lot right across from Enterprise. Below is a placard to place on your vehicle's dash to identify that the vehicle belongs to a UF employee. The [Parking Map](#) & [Dashboard Placard](#) links can be found on the travel web site.



<http://www.fa.ufl.edu/wp-content/uploads/2019/04/Parking-Map.pdf>

<http://www.fa.ufl.edu/wp-content/uploads/2019/04/Dashboard-Placard.pdf>

Gainesville Regional Airport:

Parking is available at the Airport with a fee for parking No pick up service available
Drop box is available
Ph. 352-372-8779

410 NW 39th Ave Location

Pick up service is available
Drop box available
Free Parking Available
Ph. 352-371-6599

University Ave Location

Ph. 352-336-3390

Williston Rd Locations

Ph. 352-371-7141
Both have pick-up service available
Both have drop boxes available
Neither have parking available

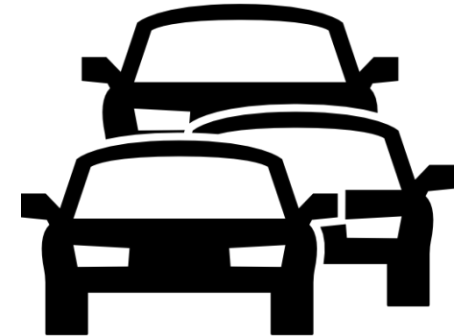
Truck Reservations

Procurement Services website has additional information on these types of rentals as they are not for Travel or Employee Reimbursement.
<https://procurement.ufl.edu/contracts/rental-vehicles/>



Rental Car Guidelines

12.06.2019



University of Florida
Travel & Expense
(352)392-1241 Phone
(352)392-0081 Fax PO
Box
115350 114 Elmore Hall
Gainesville, FL 32611

Travel website
<http://www.fa.ufl.edu/departments/travel/>
Enterprise and National
State of Florida Contract
78111808-15-

Availability of Vehicles for Rentals

When renting a vehicle from Enterprise/National, the preferred method to setup a reservation is to book the reservation through UF's rental website 24 hours in advance of the required pickup time. If a reservation is made 24 hours prior to the time needed, a rental vehicle is guaranteed. Enterprise will accept reservations made at least 24 hours in advance on rentals where the pick-up and drop-off location will be the same and seven calendar days in advance on one-way rentals. You will be placed in a vehicle at the State of Florida rate that you reserved even if a higher class vehicle is provided to you. If a reservation is made online with less than a 24 hour lead time, Enterprise/National will contact you and make you aware of the availability of vehicles and attempt to find a vehicle for you but a vehicle will not be guaranteed. If a vehicle is available, you may be placed in another size vehicle and be required to pay the State contract rate for that vehicle. Renters that made a reservation 24 hours or more in advance will receive priority. UF's online reservation page does not show vehicle availability. For rentals up through a full size, the website will allow you to make a reservation even if cars are not available locally. Adhering to the 24-hour lead time method will guarantee a vehicle will be available for you.

Enterprise Billing Account

You will need to establish an Enterprise Billing Account if you have the need to rent vehicles for other travelers but charge the rental costs to a UF PCard. Complete the Enterprise Electronic Billing Agreement form which can be found at <http://www.fa.ufl.edu/forms-andpublications/forms/#disbursement>. Email the form to the contact information at the bottom of

the form (stateoffloridabrse@ehi.com); Jodi.l.rivera@ehi.com; and Rebecca.T.Chiera@ehi.com). An Enterprise representative will contact you to complete the process and establish your billing account.

Reservations

To make a reservation:

- visit the following site to begin your reservation:
 - **When making a reservation for someone else under your departmental billing number and paying with a Pcard, enter your email address as the "Authorized User" but make the reservation in the name of the traveler**

<https://partners.rentalcar.com/stateofflorida/#/business/other-eligible-users/college-university/university-of-florida>

Billing

If you have billing questions, please contact Jodi L Rivera 904-219-7044 or Rebecca T. Chiera 904396-4046. Items that are charged using the Enterprise Billing Account will receive two invoices per month. Enterprise/National Pricing List is available on the travel website.

Emerald Club portal

All UF travelers who make reservations for vehicle rentals should establish an Emerald Club account. The Emerald Club program can be used by Enterprise to track rental spend for the University. It will also make setting up reservations and picking up/dropping off vehicles much less of a burden. Please contact Brett Wallen (bwallen@ufl.edu) or Randy Staples (rstaple@ufl.edu) for the link to join the Emerald Club program.

Toll Payment Options

Enterprise/National offer a toll payment solution. They utilize the PlatePass program for tolls in the State of Florida. There will be a \$3.99 convenience charge per 24-hour period for use not to exceed \$19.95 on any given one rental (Florida); this does not include tolls. If you do not want to use this service, you have two other options:

- Go through and pay at the tollbooth, you will not be billed by PlatePass.
 - You can print receipts for any PlatePass charges at the following website:
<https://www.htallc.com/en/invoice/search> | 866285-6050

General Information

- Insurance is included on business rentals in the United States.

Optional Equipment & Services

- Enterprise & National Roadside Assistance Product (Enterprise) or Roadside Plus (National)-- Included in Contract Rate for Business Use and Leisure Use
- One-Way Drop Fee (For Out-of-State Travel Only)- Drop fee charged per-rental for one-way rentals to

For Business use:

- Renters 18 and older may rent all contracted vehicle classes, except passenger vans.
- Renters 21 and older may rent all vehicles.
- Contact Insurance @ Environmental health and Safety regarding anyone wanting to drive Anything larger than a 12 passenger van

For leisure use:

- Renters under 21 may NOT rent a car.
- Renters 21-24 year olds may rent sedans.
- Renters 25 years and older may rent all vehicle classes.
- Renters will need their valid driver's license, State identification badge and a valid form of payment when paying with credit card; additional verification is required when paying with a debit card.

Complimentary "We'll Pick You Up" service available (with 24 hour advance notice and within 10 miles of an Enterprise location-Except Airport locations).