

## General Information Continued

**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 destinations outside the state of Florida.—No charge.

**One-Way Mileage Charge** (For Out-of-State Travel Only) Mileage charge assessed for one-way rentals to destinations outside the state of Florida \$0.20 Per Mile (After First 700 Miles)

18-20 year old drivers can rent for business purposes. They can use a P-card or a personal Credit Card to rent but they will need to have an UF Employee ID and Enterprise will need confirmation they are renting for business purpose. You must be 21 to use for leisure.

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

### Gainesville location

Gainesville Regional Airport:

Open 7:00am to 11:00 pm 7 days a week.

Parking is available at the Airport with a fee for parking

No pick up service available

Drop box is available

410 NW 39th Ave Location

Open 7:30 to 6:00 M-F

Open Saturday 9:00 to 4:00

Open Sunday 12:00 to 4:00

Drop box available

Free Parking Available

University Ave Location & Williston Rd Locations

Open 7:30 to 6:00pm M-F

Open Saturday 9:00- Noon

Both have drop boxes available

## COMMERCIAL TRUCKS & VANS

Please see the Procurement Services Web site:  
<http://purchasing.ufl.edu/contracts/rentals.asp>

Reservations – within Gainesville, Jacksonville and Ocala region. *For reservations outside this region please contact Branch Manager at 352-373-1565 for further assistance.*

When in the Procurement Services web site. You will follow the guide lines provided starting with **CLICK HERE** to begin reservation

You will be taken to UF Deeplink where the State contract number 43GATOR is automatically assigned to your reservation process

Click 'Reserve Now' to go to Enterprise Home Page

**Truck Rental Reservations** – enter all information and click 'Continue'

**Choose Location** – select branch closest to your location

**Choose Vehicle** – select desired vehicle  
If vehicle shows "Call for availability" – Call the branch and make the reservation manually

**Review Reservation** – review the full details of the vehicle you've chosen – scroll to bottom of the page and click 'Continue'

**Renter's Information (Details)** – please fill in all information. Once all is correct, click 'Reserve Now'

*Include the contact phone number associated with your Enterprise Plus or National Emerald membership*

The renting branch will be confirming your reservation prior to pick up

Expect a confirmation call within the business day



Office of the Vice President and Chief  
Financial Officer  
Finance and Accounting

Travelers Guide  
For  
Enterprise Car Rentals



Revised January 5, 2017



University Travel Services  
(352)392-1241 Phone (352)392-0081 Fax  
(352)846-1020 Fax imaging  
PO Box 115350  
114 Elmore Hall  
Gainesville, FL 32611-5350

## Reservations

To make a reservation you must go to the Finance & Accounting website and make the reservations from one of the links listed using Account Number 43A3255.

### **Enterprise/National UF Business Rentals Personal Rentals at Enterprise**

#### **Availability of Vehicles for Rentals**

Some of UF's travelers have experienced a lack of available cars when trying to rent through Enterprise/National when the rental is made close to the desired pick up time. UF and Enterprise/National are working together in an attempt to minimize these occurrences

#### **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 (link below) 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. You will be placed in a vehicle at the State of Florida rate 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 that is located on the Travel web site. Email the form to the contact information at the bottom of the form ([stateoffloridabrse@ehi.com](mailto:stateoffloridabrse@ehi.com) and [Charles.W.Crosby@ehi.com](mailto:Charles.W.Crosby@ehi.com)) An Enterprise representative will contact you to complete the process and establish your billing account.

**Billing:** 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. It can make setting up reservations and picking up/dropping off vehicles much less of a burden.

<http://www.nationalcar.com/offer/43A3255>

#### **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 \$3.95 convenience charge per day of use not to exceed \$19.75 on any given one rental (Florida); this does not include

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:

1. Go through and pay at the toll booth and you will not be billed by PlatePass.
2. If you have a personal transponder in your vehicle, you will not be billed by PlatePass.

You can print receipts for any PlatePass charges at the following websites:

<http://www.htallc.com/enterprise/> | 877-860-1258

<http://www.htallc.com/nationalcar/> | 877-860-1283

#### **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.