



### How to rent a car with Avis/Budget

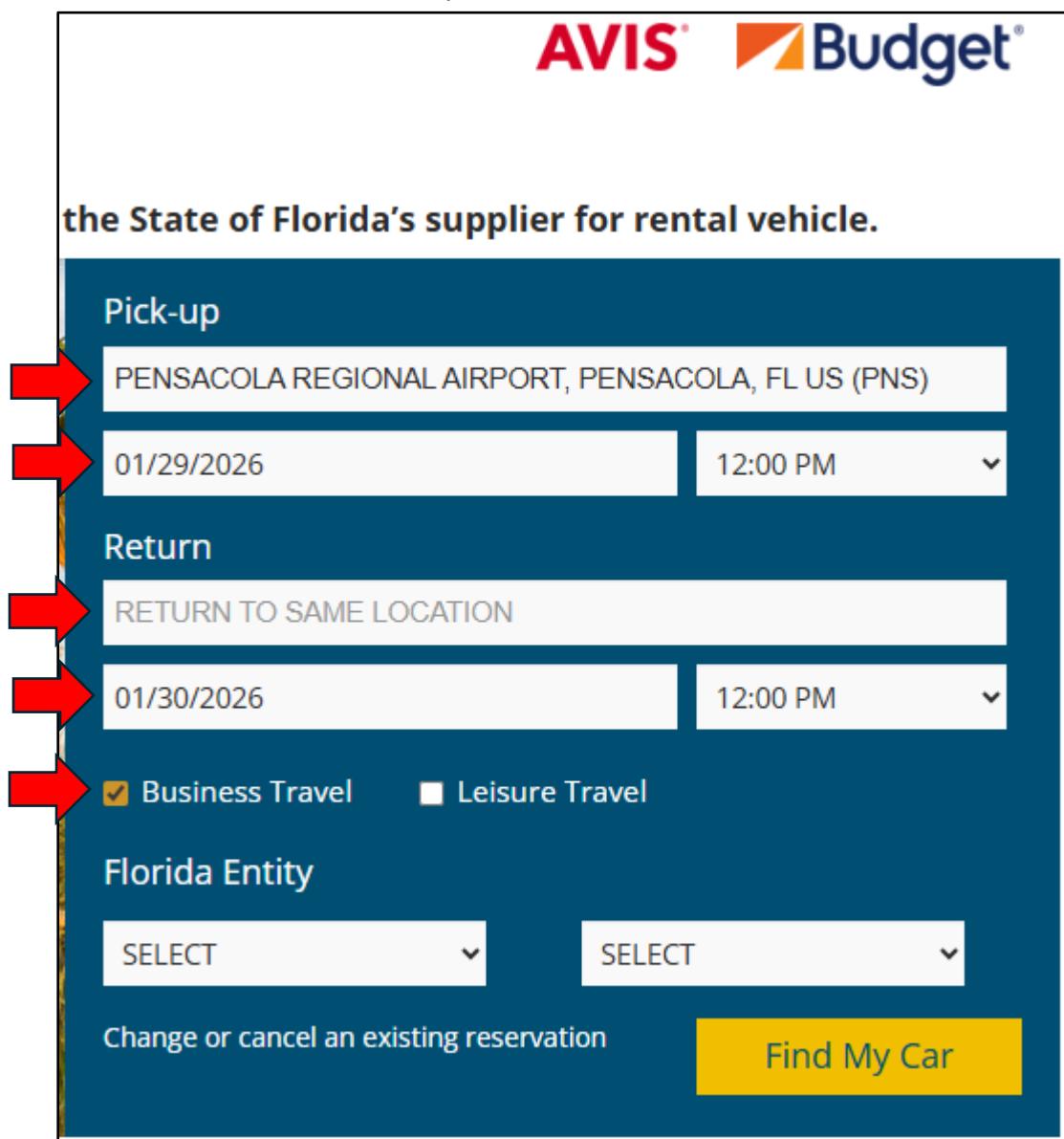
1. Click [here](#) to start the registration.

<https://www.carrental.com/abgPartners/sof/index.html>

The screenshot shows the Avis/Budget car rental reservation interface. At the top, the Avis and Budget logos are displayed. Below them, a banner states 'the State of Florida's supplier for rental vehicle.' The form is divided into two main sections: 'Pick-up' and 'Return'. The 'Pick-up' section includes a 'FROM' field, a date field containing '01/29/2026', and a time field set to '12:00 PM'. The 'Return' section includes a 'RETURN TO SAME LOCATION' field, a date field containing '01/30/2026', and a time field set to '12:00 PM'. Below these fields are two checkboxes: 'Business Travel' and 'Leisure Travel'. At the bottom left is a link 'Change or cancel an existing reservation', and at the bottom right is a yellow button labeled 'Find My Car'.

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

a. Select the “Business Travel” option box.



The screenshot shows the Avis/Budget rental car reservation interface. At the top, the Avis and Budget logos are displayed. Below the logos, a banner states "the State of Florida's supplier for rental vehicle." The interface is divided into sections for "Pick-up" and "Return". Under "Pick-up", the location is set to "PENSACOLA REGIONAL AIRPORT, PENSACOLA, FL US (PNS)", and the date is "01/29/2026" with a time of "12:00 PM". Under "Return", the location is "RETURN TO SAME LOCATION", and the date is "01/30/2026" with a time of "12:00 PM". Below these sections is a checkbox for "Business Travel" which is checked, and a checkbox for "Leisure Travel" which is unchecked. At the bottom, there are two dropdown menus for "Florida Entity" with the option "SELECT" and a "Change or cancel an existing reservation" link. On the right side, there is a yellow button labeled "Find My Car". Red arrows on the left side of the interface point to the pick-up location, pick-up date, return location, and the Business Travel checkbox.

**Pick-up**

PENSACOLA REGIONAL AIRPORT, PENSACOLA, FL US (PNS)

01/29/2026 12:00 PM

**Return**

RETURN TO SAME LOCATION

01/30/2026 12:00 PM

Business Travel  Leisure Travel

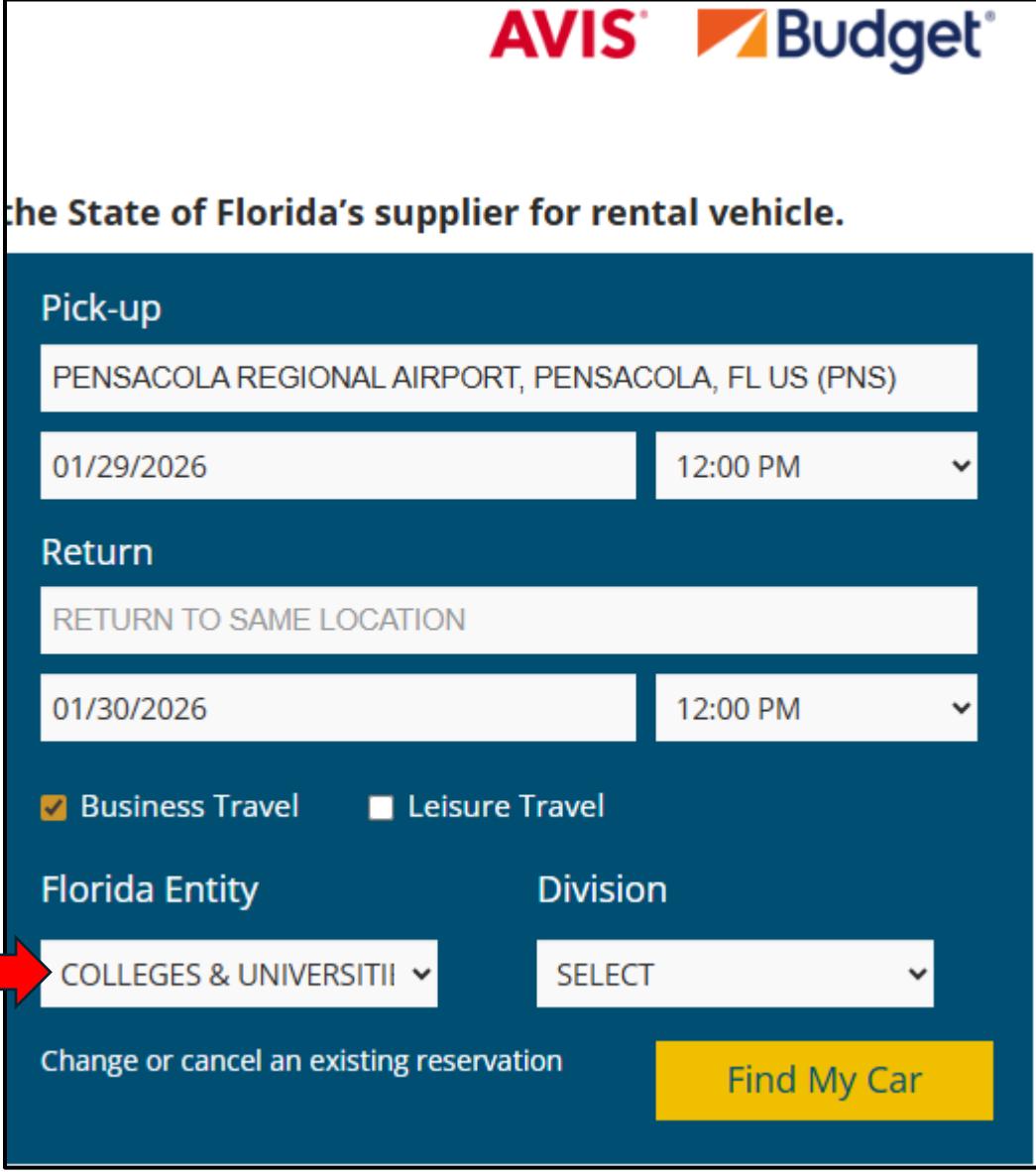
**Florida Entity**

SELECT SELECT

Change or cancel an existing reservation

Find My Car

3. Under the Florida entity section, click the drop-down option arrow and choose the "College and Universities" option.



the State of Florida's supplier for rental vehicle.

**Pick-up**

PENSACOLA REGIONAL AIRPORT, PENSACOLA, FL US (PNS)

01/29/2026 12:00 PM

**Return**

RETURN TO SAME LOCATION

01/30/2026 12:00 PM

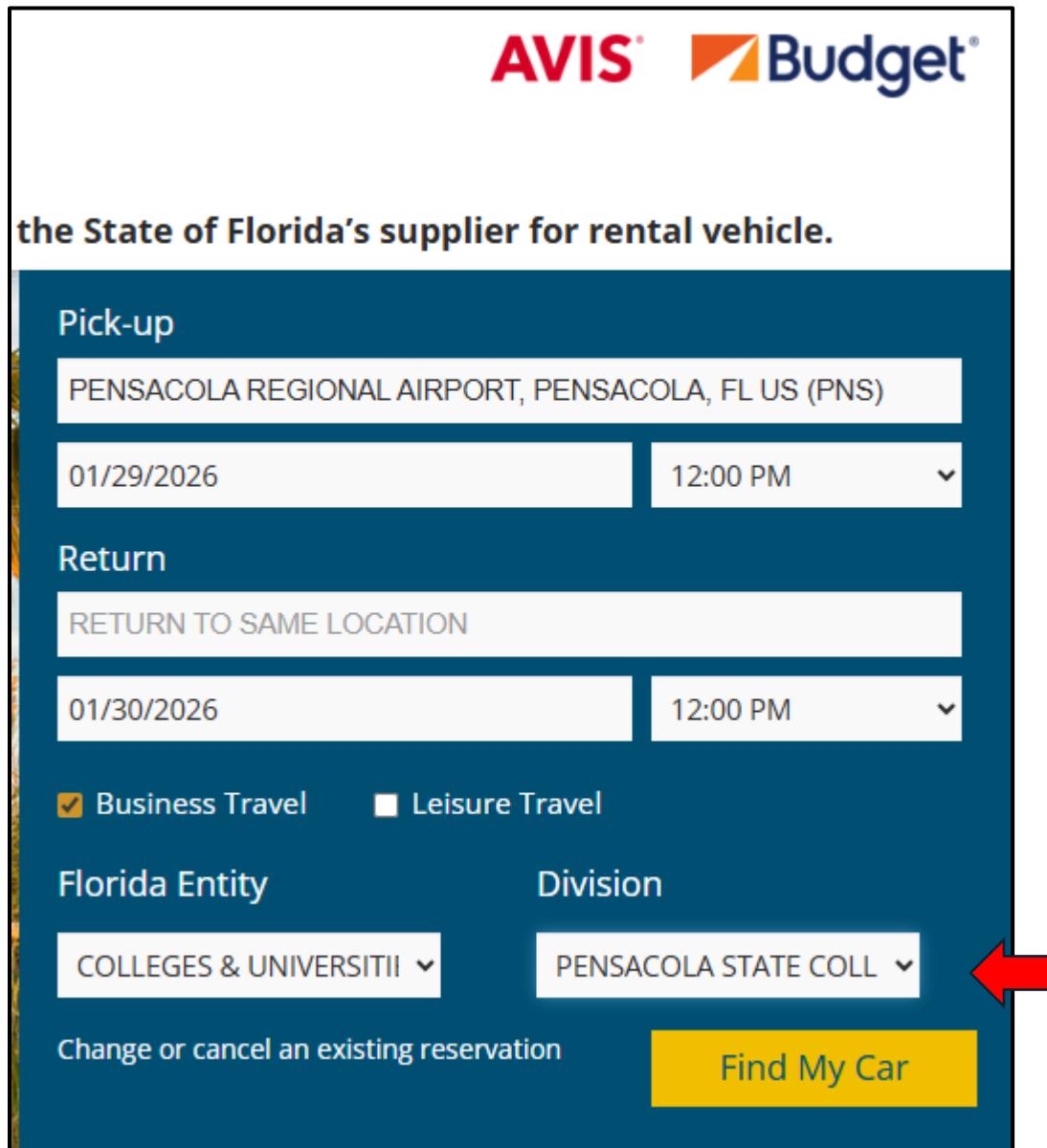
Business Travel  Leisure Travel

**Florida Entity** **Division**

COLLEGES & UNIVERSITIES ▾ SELECT ▾

Change or cancel an existing reservation **Find My Car**

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



the State of Florida's supplier for rental vehicle.

**Pick-up**

PENSACOLA REGIONAL AIRPORT, PENSACOLA, FL US (PNS)

01/29/2026 12:00 PM

**Return**

RETURN TO SAME LOCATION

01/30/2026 12:00 PM

Business Travel  Leisure Travel

**Florida Entity** **Division**

COLLEGES & UNIVERSITIES ▾ PENSACOLA STATE COLL ▾

Change or cancel an existing reservation **Find My Car**

5. Click the yellow “Find My Car” button.

Pick-up

PENSACOLA REGIONAL AIRPORT, PENSACOLA, FL US (PNS)

01/29/2026 12:00 PM

Return

RETURN TO SAME LOCATION

01/30/2026 12:00 PM

Business Travel  Leisure Travel

Florida Entity

COLLEGES & UNIVERSITIES

Division

PENSACOLA STATE COLL

Change or cancel an existing reservation

Find My Car

6. A new page will open with different car options to rent.

a. (Example pictured below)

Pensacola Intl Airport		Thu Jan 29 12:00 PM	Fri Jan 30 12:00 PM	CHANGE
Brands:		Corporate Rates		Filter Results
	AVIS		Budget	
	Economy Car Show Details >	\$27.32 	\$27.32 	
	Compact Car Show Details >	\$27.32 	\$27.32 	
	Intermediate Car Show Details >	\$29.50 	\$29.50 	

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.

Pensacola Intl Airport 		Thu Jan 29 12:00 PM	>	Fri Jan 30 12:00 PM	<b>CHANGE</b>
Brands:  <b>AVIS</b>  <b>Budget</b>				Corporate Rates 	Filter Results 
 <b>AVIS</b>				 <b>Budget</b>	
	Economy Car <a href="#">Show Details &gt;</a>	<b>\$27.32</b>		<b>\$27.32</b>	
	Compact Car <a href="#">Show Details &gt;</a>	<b>\$27.32</b>		<b>\$27.32</b>	
	Intermediate Car <a href="#">Show Details &gt;</a>	<b>\$29.50</b>		<b>\$29.50</b>	

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

Pensacola Intl Airport 	Thu Jan 29 12:00 PM	>	Fri Jan 30 12:00 PM	<b>CHANGE</b>
<p>If GPS is selected, the cost is the responsibility of the renter.</p> <p>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.</p>				
<b>Equipment / Services</b>		<b>Reservation Details</b>		
Additional Driver	<input type="checkbox"/> \$0.00/day	Economy Car	<b>AVIS</b>	
GPS Navigation 	<input type="checkbox"/> \$12.99/day	<a href="#">Hyundai Venue or Similar &gt;</a>		
<input type="checkbox"/> 		Base Rate	\$27.32	
		<a href="#">Taxes and Surcharges &gt;</a>	\$8.77	
		Mileage	Unlimited Free miles	
		<b>Estimated Total</b>	<b>\$36.09</b>	
<p><b>Notes</b></p> <p>Your rate was calculated based on the information provided. Some modifications may change this rate.</p>				

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

Pensacola Intl Airport  Thu Jan 29 12:00 PM > Fri Jan 30 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	Economy Car <span style="float: right;">Modify </span>	
GPS Navigation  <input type="checkbox"/> \$12.99/day	Hyundai Venue or Similar >	
	Base Rate \$27.32	
	Taxes and Surcharges > \$8.77	
	Mileage Unlimited Free miles	
	<b>Estimated Total</b> <b>\$36.09</b>	
Notes Your rate was calculated based on the information provided. Some modifications may change this rate.		

**CONTINUE** 

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

Select one of these options 

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

Payment Information

Select one of these options



BOOK

13. Choose “Pay later at the counter with a credit card.”

Payment Information

Pay later at the counter with a credit card



BOOK

14. 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

15. A new page will populate after clicking the “Book” button. It includes the Avis confirmation number. The reservation summary page also includes “Taxes and Surcharges.”.
- b. The taxes and surcharges will need to be removed when the vehicle is picked up (by the Avis counter representative) 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**

<b>Personal Information</b>	
Name	TEST Pensacola
E-mail	fyoung@pensacolastate.edu
<b>Reservation Information</b>	
Rate Code	BL
AWD Number	B133455
Age	25
Country Of Residence	US

**Rate Information**

Compact Car	<a href="#">Modify</a>
Kia Soul or similar >	<a href="#">AVIS</a>
Base Rate	\$25.00
Taxes and Surcharges >	\$11.58
Mileage	Unlimited Free miles

**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.