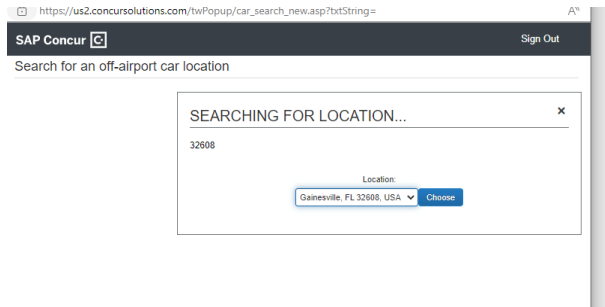For renting just a vehicle, make sure you select the "car" icon. When booking for a "guest/someone other than yourself, make sure that selection is marked:
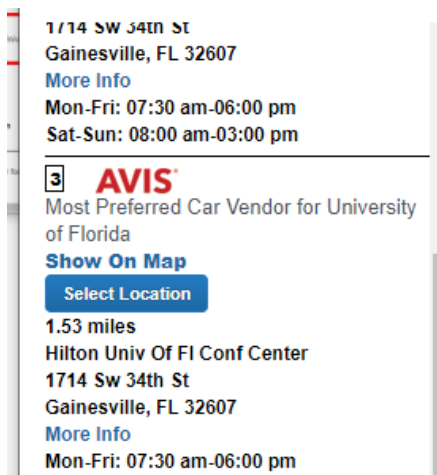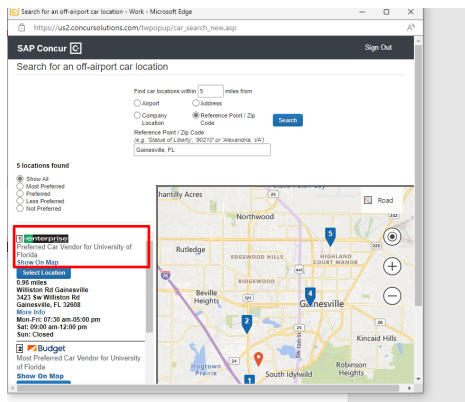

After clicking search this appears:

Enterprise still shows up as a preferred vender for UF but I was able to select AVIS once I scrolled down towards the bottom.

After selecting the preferred location, it will take you back to this page where you can search for vehicle availability:

After clicking search you will be able to see vehicle availability:

After selection your vehicle this will appear where you can enter your "guest/person who will be traveling's" information. You also have the ability to enter our billing PIN:

I always use my contact info for tracking purposes:

After selecting reserve car and continue you will be brought to this page where you can have the itinerary emailed to you. Since I am doing this for a "guest" I will have the itinerary emailed to me and then forward on to the "guest" for their records.

TRIP OVERVIEW

I want to...
Print Itinerary
E-mail Itinerary

Trip Name: Car Reservation at AVIS -- 1714 SW 34TH ST, GAINESVILLE, FL 32607 (ZIGNVC1) (For Jesse Oliva) (Edit)
Start Date: March 01, 2023
End Date: March 02, 2023
Created: February 21, 2023, William Simmons *(Modified: February 21, 2023)*
Description: (No Description Available) (Edit)
Agency Record Locator: FTOJSU
Reservation for: Jesse Oliva
Total Estimated Cost: $25.75 USD (Details)

Add to your Itinerary
Car   Hotel

RESERVATIONS

Wednesday, March 01, 2023

Avis Car Rental at: Gainesville US (GNV)   Change | Cancel
Pick-up at: 1714 SW 34th St GAINESVILLE, FL, 32607 US
Phone: 352-371-2424

Pick Up: 02:00 PM *Wed Mar 1*   **Confirmation:** 05839116US3
Pick-up at: 1714 SW 34th St GAINESVILLE, FL, 32607 US   **Status:** Confirmed
Number of Cars: 1   Frequent Guest Number: @WEB
                                                        Rate Code: BL
Return: 10:00 AM *Thu Mar 2*
Returning to: 1714 SW 34th St GAINESVILLE, FL, 32607 US

Additional Details
Rate: $25.75 USD daily rate, unlimited; $25.75 USD extra daily rate, unlimited; $8.58 USD extra hourly rate, unlimited
Total Rate: $25.75 USD   Corporate Discount: A113400
Phone: 352-371-2424

Rental Details
Compact / Car / Automatic transmission / Air conditioning

Add to your Itinerary

TOTAL ESTIMATED COST

Car: $25.75 USD
Total Estimated Cost: $25.75 USD

For record keeping, you can also add the trip name/description:

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name
This will appear in your upcoming trip list

JO Seminole State at Night

Trip Description (optional)
Used to identify the trip purpose

JO Seminole State at Night

Traveler Type [Required]
Employee

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip   << Previous   Next >>   Cancel Trip

After clicking next this page will appear:

Travel   Arrangers   Trip Library   Templates   Tools

TRIP SUMMARY

✓ **Finalize Trip**
   ✓ Review Travel Details
   ✓ Enter Trip Information
   Submit Trip Confirmation

Trip Confirmation

To COMPLETE BOOKING, please press the "Confirm Booking" Button after reviewing this page.
To CANCEL, press the Cancel button.

TRIP OVERVIEW

Trip Name: JO Seminole State at Night
Start Date: March 01, 2023
End Date: March 02, 2023
Created: February 21, 2023, William Simmons *(Modified: February 21, 2023)*
Description: JO Seminole State at Night
Traveler Type: Employee
Agency Record Locator: FTOJSU
Reservation for: Jesse Oliva
Total Estimated Cost: $25.75 USD
Agency Name: WTS KNOXVILLE (University of Florida)

RESERVATIONS

Wednesday, March 01, 2023

🚗 **Avis Car Rental at: Gainesville US (GNV)**
Pick-up at: 1714 SW 34th St GAINESVILLE, FL, 32607 US
Phone: 352-371-2424

Pick Up: 02:00 PM *Wed Mar 1*	**Confirmation:** 05839116US3
Pick-up at: 1714 SW 34th St GAINESVILLE, FL, 32607 US	Status: **Confirmed**
Number of Cars: 1	Frequent Guest Number: @WEB
	Rate Code: BL

Return: 10:00 AM *Thu Mar 2*
Returning to: 1714 SW 34th St GAINESVILLE, FL, 32607 US

Additional Details
Rate: $25.75 USD daily rate, unlimited; $25.75 USD extra daily rate, unlimited; $8.58 USD extra hourly rate, unlimited
Total Rate: $25.75 USD   Corporate Discount: A113400
Phone: 352-371-2424

Rental Details
Compact / Car / Automatic transmission / Air conditioning

TOTAL ESTIMATED COST

Car:	$25.75 USD
Total Estimated Cost:	$25.75 USD

Almost done... Please confirm this itinerary.

[Display Trip] [<< Previous] [Confirm Booking>>] [Cancel Trip]

Once you confirm your booking this will appear indicating you are finished and once again have the option of emailing/printing your itinerary.

TRIP SUMMARY

✓ Finished!

Finished!

You have successfully booked your trip!

Trip Record Locator : FTOJSU

This trip complies with your travel policy.
Your itinerary has been saved. WTS KNOXVILLE (University of Florida) will service your itinerary.
Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.

Travel Contact Information

TRIP OVERVIEW

Trip Name: JO Seminole State at Night
Start Date: March 01, 2023
End Date: March 02, 2023
Created: February 21, 2023, William Simmons *(Modified: February 21, 2023)*
Description: JO Seminole State at Night
Traveler Type: Employee
Agency Record Locator: FTOJSU
Reservation for: Jesse Oliva
Total Estimated Cost: $25.75 USD
Agency Name: WTS KNOXVILLE (University of Florida)

RESERVATIONS

Wednesday, March 01, 2023

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Total Rate: $25.75 USD   Corporate Discount: A113400
Phone: 352-371-2424

Rental Details
Compact / Car / Automatic transmission / Air conditioning

TOTAL ESTIMATED COST

Car:	$25.75 USD
Total Estimated Cost:	$25.75 USD

Your itinerary has been saved.

Print Itinerary   E-mail Itinerary   Return to Travel Center

			Company Notes	Upcoming Trips	

Policy for Expense Reports UFLOR Travel Report ▾

Trip Name/Description	Status	Start Date	End Date	Action
ARM CF Preview Day in Ocala (COEKGP) *CF Preview in Ocala*	Confirmed	02/28/2023	02/28/2023	Cancel Trip
JO Seminole State at Night (FTOJSU) *JO Seminole State at Night*	Confirmed	03/01/2023	03/02/2023	Cancel Trip

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E-mail Itinerary - Work - Microsoft Edge

🔒 https://us2.concursolutions.com/travel/itin...

SAP Concur [C]   Sign Out

E-mail Itinerary

To: (Enter e-mail addresses, separated by semi-colons)

wsimmons@ufl.edu;

Subject:

JO Seminole State at Night

Enter any comments you'd like included with the itinerary you are e-mailing.

Send my email as ⦿ HTML ◯ Plain-text

[Send Mail]   [Cancel]