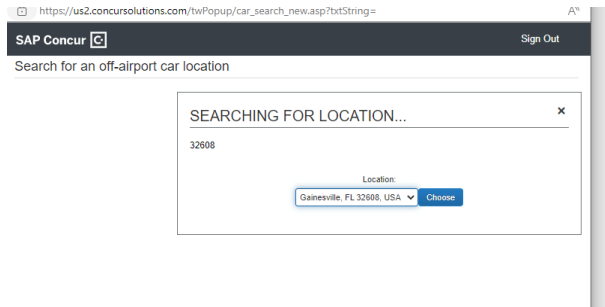


For renting just a vehicle, make sure you select the “car” icon. When booking for a “guest/someone other than yourself, make sure that selection is marked:

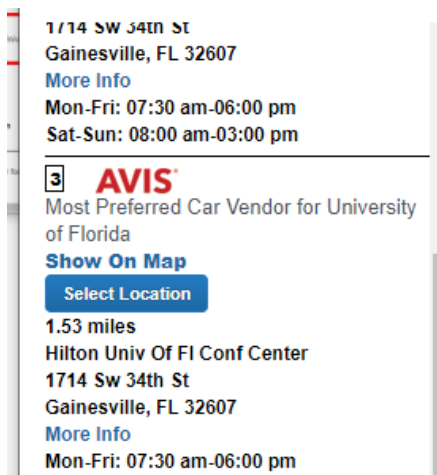
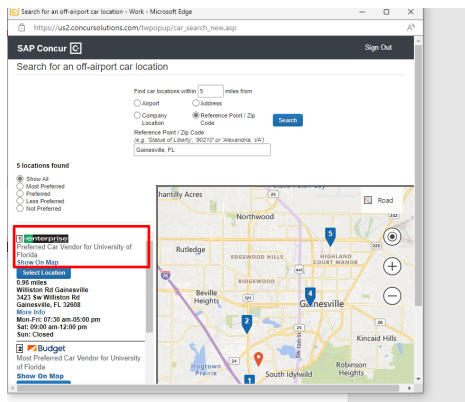
The image shows a 'TRIP SEARCH' form. At the top, there is a 'Rule Class' dropdown menu set to 'Business Travel'. Below this, there are two radio buttons: 'Booking for a guest' (which is selected and highlighted with a red box) and 'Book for myself'. Underneath these are four icons representing different modes of transport: an airplane, a train, a car (highlighted with a red box), and a bus. The 'Car Search' section includes 'Pick-up date' and 'Drop-off date' fields, both set to 12:00 pm. There are radio buttons for 'Pick-up car at' with 'Airport Terminal' selected. A text input field for 'Please enter an airport.' is present. At the bottom, there is a 'Search' button.

After clicking search this appears:

The image shows a browser window displaying the search results for an off-airport car location. The browser title is 'Search for an off-airport car location - Work - Microsoft Edge'. The URL is 'https://us2.concursolutions.com/twPopup/car\_search\_new.asp?txtString='. The page header includes the 'SAP Concur' logo and a 'Sign Out' link. The main heading is 'Search for an off-airport car location'. Below this, there are radio buttons for 'Find car locations within 5 miles from' with options for 'Airport', 'Address', 'Company', and 'Reference Point / Zip Code'. The 'Reference Point / Zip Code' option is selected and highlighted with a red box. Below this, there is a text input field containing the value 'Status of Liberty, 20210 or Alexandria, VA'. A 'Search' button is located to the right of the input field.



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:

### TRIP SEARCH

Rule Class  
Business Travel

Booking for a guest | [Book for myself](#)

#### Car Search

Pick-up date  
03/01/2023 02:00 pm

Drop-off date  
03/02/2023 10:00 am

Pick-up car at  
 Airport Terminal
  Off-Airport  
 Off Airport Location  
 Avis -- 1714 SW 34th St, GAINESVILLE, FL 3 Search

Return car to another location  
[More Search Options](#)

**Search**

MY TRIPS (1) [→](#)

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

#### TRIP SUMMARY

**Select a Car**

Pick-up: Wed, 03/01/2023  
Drop-off: Thu, 03/02/2023

**Finalize Trip**

Business use renters must not accept any optional coverages or Fuel Service Option when booking preferred vendors.

PICK UP: AVIS -- 1714 SW 34TH ST, GAINESVILLE, FL 32607 (ZIGNVC1) (GNV) ON WED, MAR 1 02:00 PM Show as USD

RETURN: THU, MAR 2 10:00 AM

Hide matrix Print / Email

All 7 results	Economy	Compact	Intermediate	Standard	Full-size	Mini
<b>AVIS</b> Most Preferred	29.83	29.83	32.05	34.26	34.26	40.62

Sorted By: Policy - Most Compliant

Displaying: 1 out of 7 results.

**AVIS** **Compact Car - \$25.75 per day (Sabre)** Total cost: \$29.83

Automatic transmission  
Unlimited miles, Pick-up: Downtown GNV  
Adults: 2, Children: 2, Large bags: 1, Small bags: 2 (Corporate rate)

Most Preferred Car Vendor for University of Florida / E-Receipt Enabled [Location details](#)

Displaying: 1 out of 7 results.

\*Total cost: Rates and total cost do not include charges for optional services such as fuel and insurance waivers. These and any additional fees or surcharges may be applied at the time of rental. Any currency conversion is based on the exchange rate for that day. The final price at the time of rental may be different.

\*\*Vehicle capacity: Vehicle capacity is an approximation and may not match with the vehicle received. Contact the vendor for more accurate information regarding number of seats and baggage space.

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:

## Review and Reserve Car

### REVIEW RENTAL CAR

Avis Car Rental [Location Details](#)

Type	Pick-up	Drop-off
Compact Car	Off-Airport	Off-Airport
Features	GAINESVILLE	GAINESVILLE
	02:00 pm Wed, 03/01/2023	10:00 am Thu, 03/02/2023

### PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)

Ex: Need early pick-up (10am)  Include in-car GPS system

### ENTER DRIVER INFORMATION

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

Guest Traveler

Title \*  Legal First Name \*  Legal Last Name \*

Phone \*  Select  Email \*

Rental Car Agency Program

### REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Avis Car Rental	\$25.75	Mar 01 - Mar 02	\$29.83*
Total Estimated Cost: \$29.83			
Total Due Now: \$0.00**			

I always use my contact info for tracking purposes:

### ENTER DRIVER INFORMATION

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

Guest Traveler

Title \*  Legal First Name \*  Legal Last Name \*

Phone \*  Work Phone  Email \*

Rental Car Agency Program

### REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
Avis Car Rental	\$25.75	Mar 01 - Mar 02	\$29.83*
Total Estimated Cost: \$29.83			
Total Due Now: \$0.00**			

\* Rental provider's estimated amount. Exact fees unknown. Does not include additional fees incurred during time of travel.

\*\* Remaining amount due at rental location.

[Back](#)

[Reserve Car and Continue](#)

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 SUMMARY**

**Finalize Trip**

- [Review Travel Details](#)
- [Enter Trip Information](#)
- [Submit Trip Confirmation](#)

**TRIP OVERVIEW**

**I want to...**

[View Itinerary](#)

[E-mail Itinerary](#)

**Trip Name:** Car Reservation at AVIS -- 1714 SW 34TH ST, GAINESVILLE, FL 32607 (ZIGNVC1) (For Jesse Oliva) [View](#)

**Start Date:** March 01, 2023

**End Date:** March 02, 2023

**Created:** February 21, 2023, William Simmons (Modified: February 21, 2023)

**Description:** (No Description Available) [View](#)

**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)**

Pick-up at: 1714 SW 34th St GAINESVILLE, FL, 32607 US  
Phone: 352-371-2424

**Pick Up: 02:00 PM** Wed Mar 1

Pick-up at: 1714 SW 34th St GAINESVILLE, FL, 32607 US

Number of Cars: 1

**Confirmation: 05839116US3**

Status: Confirmed

Frequent Guest Number: @WEB

Rate Code: BL

**Return: 10:00 AM** Thu Mar 2

Returning to: 1714 SW 34th St GAINESVILLE, FL, 32607 US

[Change](#) | [Cancel](#)

**Additional Details**

Rate: \$25.75 USD daily rate, unlimited; \$25.75 USD extra daily rate, unlimited; \$9.58 USD extra hourly rate, unlimited

Total Rate: \$25.75 USD

Phone: 352-371-2424

Corporate Discount: A113400

**Rental Details**

Compact / Car / Automatic transmission / Air conditioning

[Add to your Itinerary](#)

**TOTAL ESTIMATED COST**

Car:	\$25.75 USD
<b>Total Estimated Cost:</b>	<b>\$25.75 USD</b>

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

**TRIP SUMMARY**

**Finalize Trip**

- [Review Travel Details](#)
- [Enter Trip Information](#)
- [Submit Trip Confirmation](#)

**Trip Booking Information**

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

**Trip Name**  
This will appear in your upcoming trip list.

**Trip Description (optional)**  
Used to identify the trip purpose

**Traveler Type (Required)**

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:

SAP Concur | Requests | **Travel** | Expense | Approvals | Reporting | App Center | Profile

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 Olivia  
**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  
 Pick-up at: 1714 SW 34th St GAINESVILLE, FL, 32607 US  
 Number of Cars: 1

**Confirmation: 05839116U53**  
 Status: Confirmed  
 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; \$3.58 USD extra hourly rate, unlimited  
 Total Rate: \$25.75 USD  
 Phone: 352-371-2424  
 Corporate Discount: 4113400

**Rental Details**  
 Compact / Car / Automatic transmission / Air conditioning

### TOTAL ESTIMATED COST

Car:	\$25.75 USD
<b>Total Estimated Cost:</b>	<b>\$25.75 USD</b>

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



## 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  
 Pick-up at: 1714 SW 34th St GAINESVILLE, FL, 32607 US  
 Number of Cars: 1

**Confirmation:** 05839116US3

Status: Confirmed  
 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  
 Phone: 352-371-2424  
 Corporate Discount: A113400

## 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

E-mail Itinerary - Work - Microsoft Edge

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

SAP Concur Sign Out

### E-mail Itinerary

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

wsimmons@uf.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