



OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE DEPARTMENT

FINANCE TAM: 2021-018

CONTACT: Kenn Macdonald, Specialist
Accounting & Financial Reporting

TELEPHONE: 833-5834

TO: Select Individuals

FROM: Rita R. Scallan – Chief Financial Officer 

DATE: March 30, 2021

SUBJECT: Instruction for Using Avis and Budget Rental Car Reservation System

The State of Florida awarded a bid for renting vehicles to Avis Car Rental and Budget Car Rental.

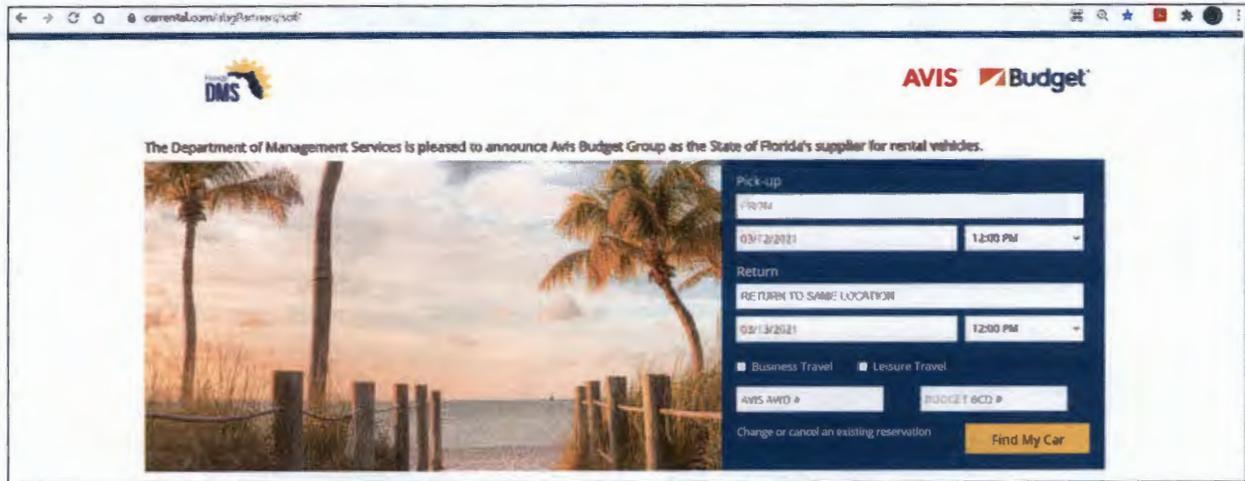
In order to assist the designated office staff members responsible for making vehicle rental reservations for all of their respective school/department staff, the Finance Department has developed a process and procedures for making reservations.

Online Reservations

1. Employee requesting vehicle rental will provide the following to the designated individual (Bookkeeper/Secretary) responsible for making the reservation:
 - a. Fully approved TDE Form pages 1 and 2. Page 2 of the TDE Form will have all of the information needed to make the reservation.
 - b. Items not authorized by District due to additional fees incurred through car rental company must be paid for by the employee such as:
 - i. Toll Transponders
 - ii. GPS Technology (Navigation Systems)
 - iii. Bluetooth Capabilities
 - iv. Refueling Charge – This is a charge for returning the rental vehicle with less fuel than when it was picked up. It is in addition to the cost of the fuel the rental company will charge which will be greater than the per gallon cost at a local gas station.
 - v. Other – any other items that incur an additional cost where a District need cannot be supported.

Instruction for Using Avis and Budget Rental Car Reservation System

2. The designated Bookkeeper/Secretary will use the web portal Florida Department of Management Services (DMS) has created to make the reservation <https://www.carrental.com/abgPartners/sof/>.
3. On the DMS portal Home Page enter the following information:



- a. Pickup
 - i. From – This can be a city, zip code, airport, etc. The most common location will be the Destin-Fort Walton Beach Airport. Use the airport code VPS.
 - ii. Pick-up Date and Time
- b. Return
 - i. "Return To Same Location" is the default return location but can be changed if necessary.
 - ii. Date and Time
- c. Place a check mark in Business Travel.
- d. Under Florida Entity – Select School Boards
- e. Under Division – Select Okaloosa County School Board. The discount codes will automatically fill in for Avis and Budget.
- f. Click Find My Car.

A close-up view of the reservation form. The "Pick-up" field is set to "NORTHWEST FLORIDA REGIONAL AIRPORT, EGLIN AFB, FL US (V)". The "Return" field is set to "RETURN TO SAME LOCATION". The "Business Travel" radio button is selected. The "Florida Entity" dropdown is set to "SCHOOL BOARDS" with the code "B133425" displayed below. The "Division" dropdown is set to "OKALOOSA COUNTY SC" with the code "T417700" displayed below. The "Find My Car" button is highlighted in orange.

Instruction for Using Avis and Budget Rental Car Reservation System

4. Select the vehicle class

- a. Select the vehicle class as indicated on page 2 of the TDE form. Use Avis as the primary option and Budget if Avis is not available.
- b. The authorized vehicle class is INTERMEDIATE with a contract price of \$27.00/day.
- c. Minivans or other vehicles may be authorized in advance with valid supporting reasons of official need.
- d. 12 passenger and 15 passenger vans are not authorized to transport students per Florida Statute 1006.22.

Destin-Fort Walton Beach Airport Mon Mar 22 12:00 PM > Tue Mar 23 12:00 PM CHANGE

Brands: AVIS Budget Corporate Rates Filter Results

	AVIS	Budget
Economy Car Show Details >	\$25.00	\$25.00
Compact Car Show Details >	\$25.00	\$25.00
Intermediate Car Show Details >	\$27.00	\$27.00
Standard Car Show Details >	\$29.00	\$29.00
Full Size Car Show Details >	\$29.00	\$29.00
Intermediate SUV Show Details >	\$30.00	\$30.00
Standard SUV Show Details >		\$33.00
Mini Van Show Details >	\$34.75	\$34.75

5. Equipment/Services

- a. An Additional Driver may be authorized if necessary. The driver must be an adult. Students are not authorized to drive a District rental vehicle.
- b. The District does not authorize any additional equipment such as GPS Navigation Systems.

Instruction for Using Avis and Budget Rental Car Reservation System

6. Reservation Details - Review the reservation. Taxes may be included but should be removed at the rental location at time of pick-up.
7. Click Continue.

Destin-Fort Walton Beach Airport Mon Mar 22 12:00 PM > Tue Mar 23 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 checked="" type="checkbox"/> \$0.00/day	Intermediate Car	<small>Modify </small>
GPS <small>Information ⓘ</small> <input checked="" type="checkbox"/> \$29/day	Toyota Corolla or similar >	
CONTINUE	Base Rate	\$27.00
	Taxes and Surcharges ▾	\$11.62
	Taxes >	\$2.53
	Surcharges >	\$9.09
	Equipment / Services	\$0.00
	Additional Driver	\$0.00
	Mileage	Unlimited Free miles
	Estimated Total	\$38.62
	Rate Rules	<small>Maximum 330 Day(s)</small>
	Notes	
	<small>Your rate was calculated based on the information provided. Some modifications may change this rate.</small>	

8. Renter Information

- a. First Name
- b. Last Name
- c. District e-mail address of the Bookkeeper/Secretary making the reservation. This is the e-mail where the reservation confirmation and invoice will be sent.
- d. Phone Number - Optional
- e. Cost Control – Do not use
- f. Flight Information – Do not use
- g. Payment Information– Select Book With Direct Billing Number

Payment Information

Select one of these options

Select one of these options

Pay later at the counter with a credit card

Book with direct billing number (Enter Wizard number linked to central bill account)

Use my Avis Preferred/Budget Fastbreak number (enter number below)

Instruction for Using Avis and Budget Rental Car Reservation System

h. Enter the appropriate billing number. Schools with Internal Funds will have 4 different billing numbers (2 for Budgetary Funds and 2 for Internal Funds). Schools without Internal Funds and Departments will have 2 billing numbers for Budgetary Funds.

- i. Avis – Budgetary Funds
- ii. Avis – Internal Funds
- iii. Budget - Budgetary Funds
- iv. Budget – Internal Funds

i. Select Book

[Back to Avis Budget Group Partner Page](#)

Destin-Fort Walton Beach Airport Mon Mar 22 12:00 PM > Tue Mar 23 12:00 PM CHANGE

Please note State badge or alternative proof of employment will be required at time of rental.

<p>Renter Information</p> <p>First Name <input type="text" value="Kenneth"/></p> <p>Last Name <input type="text" value="Macdonald"/></p> <p>State issued email address <input type="text" value="Rivas.Mary@okalooschools.com"/></p> <p>Phone Number (optional) <input type="text"/></p> <p>Cost Control (optional) <input type="text"/></p> <p>Flight Information</p> <p>Airline <input type="text" value="▼"/></p> <p>Flight (optional) <small>Numbers only please</small> <input type="text"/></p> <p>Payment Information</p> <p>Book with direct billing number (Enter Wizard number linked to o <input type="text" value="*****"/></p> <p style="text-align: center;">BOOK</p> <p style="text-align: center;">TERMS AND CONDITIONS</p>	<p>Reservation Details</p> <p>Intermediate Car <small>Modify </small> Toyota Corolla or similar ></p> <p>Base Rate \$27.00</p> <p>Taxes and Surcharges ▼ \$11.62</p> <p>Taxes > \$2.53</p> <p>Surcharges > \$9.09</p> <p>Equipment / Services Additional Driver \$0.00</p> <p>Mileage Unlimited Free miles</p> <p>Estimated Total \$38.62</p> <p>Rate Rules <small>Maximum 330 Day(s)</small></p> <p>Notes <small>Your rate was calculated based on the information provided. Some modifications may change this rate.</small></p>
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Instruction for Using Avis and Budget Rental Car Reservation System

9. Receive the CONFIRMATION NUMBER and print for your records.

Confirmation Number: 49837293US2

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		Rate Information
Personal Information		
Name	Kenneth Macdonald	Intermediate Car
E-mail	Mary.Rivas@okaloosaschools.com	Toyota Corolla or similar >
Reservation Information		Estimated Total \$38.62
Rate Code	BL	Base Rate
AWD Number	B133425	Taxes and Surcharges >
Age	25	Equipment / Services
Country Of Residence	US	Additional Driver
Equipment / Services		Mileage
Additional Driver		Unlimited Free miles
Location Information		Notes
Pick-up	Drop-off	Your rate was calculated based on the information provided. Some modifications may change this rate.
March 22, 2021 12:00 PM	March 23, 2021 12:00 PM	
Destin-Fort Walton Beach Airport - VPS	Destin-Fort Walton Beach Airport - VPS	
1701 State Road 85 North	1701 State Road 85 North	
Eglin AFB, FL 32542 US	Eglin AFB, FL 32542 US	
(1) 850-651-0819	(1) 850-651-0819	
Latitude: 30.49572, Longitude: -86.54926	Latitude: 30.49572, Longitude: -86.54926	

10. Forward the confirmation e-mail to the renter.

The screenshot shows an Outlook email interface. The email is from Mary Rivas (mary.rivas@okaloosaschools.com) with the subject "Your Avis Rental Confirmation". The email body contains the following information:

Warning: This E-Mail Contains Details of the School District's Network.
DO NOT CLICK LINKS OR ATTACHMENTS unless you recognize the sender and trust the content in HTML.

AVIS

Reservation Confirmation Number: 49837293US2

Reservation Subtotal	Amount
Base Rate	27.00 USD
Taxes and Surcharges	9.62 USD
Equipment / Services	1.00 USD
Additional Driver	1.00 USD
Mileage	0.00 USD
Total	38.62 USD

The email also includes a disclaimer at the bottom: "We warrant that the information on this website was prepared and/or transmitted by the information source(s) provided to us. Changes without notification, are given without liability, unless otherwise stated. Rental rates and availability are subject to change without notice. Please refer to the terms and conditions below for details. Note: Your drivers license may be subject to verification at time of rental."

Required Documentation for District Visa Reconciliation

11. The following documentation must be submitted with the school's/department's District Visa packet to support the car rental charges:
 - a. Receipt from the rental.
 - b. Approved MIS 5085 TDE form, pages 1 and 2, for the respective trip.
 - c. Reimbursement check from the employee for items not authorized by the District (GPS, refueling charge, etc.). The check should be made payable to the **Okaloosa County School District**.

Issues with Reservations and/or Billing Errors

12. If you have any of the following issues please contact the DMS Contract Administrator, Cynthia Metcalfe, at 854-414-6741 or Cynthia.metcalfe@dms.fl.gov:
 - a. Requested vehicles are unavailable – Ms. Metcalfe may be able to make a reservation. Please note that area events (e.g. Spring Break, events on the military bases) have an impact on availability.
 - b. Florida Sales Tax charged on invoice – E-mail the receipt from the rental to Ms. Metcalfe so she can research and have the taxes credited back to your credit card.

Should you have any questions regarding these procedures, please call Kenn Macdonald, Specialist – Accounting & Financial Reporting, at 833-5834.

cc: Executive Staff
Principals/Department Heads
Bookkeepers