

## Avis/Budget Commercial Direct Billing

**\*\*\*\*Please note\*\*\*\*** The direct bill is for non-credit card, purchase order reservations only. A requisition is required and then a purchase order will be issued.

**You must have an FAU PO# prior to making a reservation.** Please use the spend category Vehicle Rental when creating the requisition.

You **must** enter the PO# in the Cost Control field. Once AP receives the bill, the payment will be processed against that PO.

Wizard # for Avis – X4260X

Wizard # for Budget – L1Z42D

<h3>Renter Information</h3> <p><b>First Name</b> <input type="text" value="Sara"/></p> <p><b>Last Name</b> <input type="text" value="Smith"/></p> <p><b>State issued email address</b> <input type="text" value="ssmith@fau.edu"/></p> <p>Phone Number (optional) <input type="text" value="5612971234"/></p> <p>Cost Control (optional) <input type="text" value="PO123456"/></p> <h3>Flight Information</h3> <p>Airline <input type="text" value=""/></p> <p>Flight (optional) Numbers only please <input type="text" value=""/></p> <h3>Payment Information</h3> <p>Book with direct billing number (Enter Wizard number linked to cent) <input type="text" value="X4260X"/></p>	<h3>Reservation Details</h3> <p style="text-align: right;"><b>AVIS</b></p> <p>Compact Car <span style="float: right;">Modify </span> Kia Soul or similar &gt;</p> <hr/> <p>Base Rate <span style="float: right;">\$25.75</span></p> <hr/> <p>Taxes and Surcharges &gt; <span style="float: right;">\$11.23</span></p> <hr/> <p>Mileage <span style="float: right;">Unlimited Free miles</span></p> <hr/> <p><b>Estimated Total</b> <span style="float: right;"><b>\$36.98</b></span></p> <hr/> <p>Rate Rules <span style="float: right;">Maximum 330 Day(s)</span></p> <hr/> <p>Notes Your rate was calculated based on the information provided. Some modifications may change this rate.</p>
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If you have questions regarding reservations, please contact [Floridahelp@avisbudget.com](mailto:Floridahelp@avisbudget.com). Please place your confirmation, rental agreement, or request in the subject line of all inquiries.