Who do we book?
Hertz and Avis are the University’s choice provider for car, truck and mini-bus hire.

When do we book?
External vehicle hire should be used when one of the following occur:

- The University’s car fleet is exhausted;
- A car is required from remote pick-up point (i.e. airport);
- There are no matching vehicle types in the University fleet (i.e. truck, mini-bus)

How do we book & pay?
Car hire
Concur online booking tool (OBT) should be used, selecting either Hertz or Avis as the supplier (please note our corporate rate is pre-loaded).
FedUni has a central chargeback setup for all Hertz and Avis bookings. Please ensure the account code in your Concur booking Request is correct as this will be where charges are applied to.

Truck / mini-bus hire
Hertz or Avis should be contacted direct to book, quoting our corporate discount code and a Purchase Order requisition should be raised for payment.

Only when booking trucks / mini-buses offline and raising a purchase order, quote the following:

Hertz P297939  Avis Wizard # 5CY99Z

How do we refuel?
Please ensure all vehicles are returned to the depot refuelled (you pay a premium for fuel if Hertz or Avis have to refuel the vehicle).

Please select one of the following refuel payment options:

- Purchase card if held by traveling staff member;
- Fleet Card fuel cards are now available to borrow from Finance Services Hub at Mt Helen, Churchill & SMB, by logging a Service Now job quoting your Concur Request ID / PO #, dates for card pick-up and return & nominated collection point. You will be notified if a card available and collection times.
  Please allow 24hrs request lead-time;
- Personal credit card, submitting a Staff Reimbursement in Concur with Tax Invoice attached for reimbursement in the next available pay run after approval.