

Vehicle Hire – Booking & Refuelling





Who do we book with?

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:



P297939



Wizard # F6S39S

How do we refuel?

Please ensure all vehicles are returned to the depot refuelled (premium fuel prices are incurred if Hertz or Avis have to refuel the vehicle). The following payment options can be used for refuelling purposes:

- Purchase card if held by traveling staff member;
- Fleet Card fuel cards. Log a ServiceNow Request quoting your Concur Request ID / PO #, dates for card pick-up and return & nominated collection point. You will be notified if a card available. Please allow 24hrs request lead-time. Fuel cards are available to borrow from the following locations:

Mt Helen Facilities Services | G300 | 8.00 – 5.00

SMB Facilities Services | A023 | 8.30 – 4.30

Berwick Facilities Services | Bldg 903, G114 | 9.15 – 5.15 | Dropbox return G114

Churchill Facilities Services | 3W245 | 8.00 – 5.10 | Dropbox return 3W245

- Personal credit card, submitting a Staff Reimbursement in Concur with Tax Invoice attached for reimbursement in the next available pay run after approval.