Avis / Budget Vehicle Rental Info

Reminder – you MUST present your LCS County ID badge
to pick up a rental vehicle for official or private use.

For Information about the Avis/Budget Vehicle Rental and/or to receive the Wizard/Billing numbers, please email Susan Miles - **miless@leonschools.net**

All reservations must be booked using the **State Reservation Portal**

It is suggested to avoid mistakes that all rentals are made by a "travel handler," one person at a site that makes all business rental bookings for the staff. LCSB cannot correct or change reservations that have been made incorrectly. ***LCSB is not be able to reimburse personal cards.***

Directions for making official LCSB reservations:

- Under Entities, click on **Business Travel**

- Under Division, choose **School Boards**

- Choose **LCSB**

- Now enter:

  1. The first & last name of the employee picking up the vehicle
  2. The travel handler adds their email address and phone #,
  3. Under Payment Information, choose option #2, Book with Direct Bill
  4. Type the pin # for Business Travel into the pop-up box

The LCSB Electronic Billing Wizard Pin # (which begins with an A and ends with a Y) MUST be added to the final step of the reservation process, or it will be considered a leisure booking & the traveler will need to present their major credit card to pick up the vehicle. **LCSB will not be able to reimburse personal cards.**

Due to the current shortages in the industry, please be proactive & make reservations as far in advance as possible!

Directions for making employee leisure reservations:

- Under Entities, click on **Leisure Travel,**

- the codes will pop up in 1 step

All state/county employees are welcome to use this contract for leisure travel but must book it as leisure using the portal & tax will be applied. The employee must provide their driver's license, personal major credit card, & LCSB ID Badge when they arrive to pick up their vehicle. **You will be charged full price if you do not present your LCSB ID Badge when you pick up the vehicle.**