

Opening a Tour Rental

Retrieve a tour reservation. The *Rate Details* screen will still show all inclusions and the rate structure of the selected rate. The rate structure of the tour rate is now updated to include a new additional day period called XDay. If the vehicle stays with the customer longer than the reservation's expected return time, then the extra rental days, extra charge items and applicable taxes and surcharges (i.e. location fee, VLF and ERF) will be the sole responsibility of the renter.

We'll use an Expedia reservation in our example. The Expedia tour rate comes in the following structure and covers VLF, ERF, location fee and HST under the rental, as shown in Figure 1.

Period	From	To	Amount
Day	1	7	\$75.35
Week	1	9999	\$451.00
Day	8	9999	\$62.70

Contract Open/Check Out

Vehicle Information
 Reservation # 29476231CA1 BCN Days Rental 11 Vehicle Class Intermediate (A) GIS Contract#
 Last Name Denis Pick Up Location B-01 YVR Airport Drop Off Location B-01 YVR Airport
 First Name Michele Pick Up Time 22 Mar 2011 12:07 Drop Off Time 02 Apr 2011 07:30 Rez Comments
 Retrieve Res Walk Up Info Get Data Res Vehicle Class Intermediate (Air) Status

Rate + Coverage Payment Comments

Rate Details

Selected Rate Expedia10/H/weekday Level A Purpose Tour Pkg

Rate Amount

Vehicle Class	Period	From	To	Amount	KM Cap
Intermediate	Day	1	7	\$75.35	Unlimited
	Week	1	9999	\$451.00	Unlimited
	Day	8	9999	\$62.70	Unlimited
	XDay	1	9999	\$85.35	Unlimited

Km Charge \$0.00

Late Charges

Period	Amount	KM Cap

Drop Off Charge \$0.00

Rate Features

LDW Not included Inclusions: GST Included, PST Included, PVRT Included, Location Fee Included

Third Party Insurance Not included

Frequent Flyer Plans Not honoured

Remarks

Tour Rate: All rate amounts are confidential except periods with an X-prefix.

Figure 1: The highlighted rate structure is predefined and must not be disclosed to the customer.

The *Rental Charge Billing* screen remains largely the same. Any taxes or surcharges included in the rental will not be displayed. Since the Expedia rental includes HST, VLF, ERF and location fee, GIS will only reveal the vehicle rental and not show all these inclusions, as shown in Figure 2. Any additional items that are excluded from the tour rate will be displayed like normal with their amount and the applicable tax and location fee (See Figure 2).

IMPORTANT

You **MUST NOT** reveal the tour rates to the customer.

However, you are encouraged to advise the customer of the additional charges should the customer return late or decide to extend the rental.

Rental Charge Billing

Alternate Payment Methods

Payment Method	Organization	Total Billed	Available Credit

Details...

Add New Method

Loss of Use

Voucher

Direct Bill

\$701.80 - covered by tour voucher

Rental Charge Billing Items

Charge	Units	Unit Amt	Qty	Amount	GST/HST	PST	PVRT	Total	Bill To
Vehicle Rental	Week	\$451.00	1	\$451.00	\$0.00	\$0.00	\$0.00	\$451.00	Renter
Vehicle Rental	Day	\$62.70	4	\$250.80	\$0.00	\$0.00	\$0.00	\$250.80	Renter
Upgrade	Day	\$12.00	11	\$132.00	\$15.84	\$0.00	\$0.00	\$147.84	Renter
LDW	Day	\$25.95	11	\$285.45	\$34.25	\$0.00	\$0.00	\$319.70	Renter
Out of Area-Alberta/Oregon	Day	\$15.00	4	\$60.00	\$7.20	\$0.00	\$0.00	\$67.20	Renter
GPS	Week	\$74.75	1	\$74.75	\$8.97	\$0.00	\$0.00	\$83.72	Renter
GPS	Day	\$14.95	4	\$59.80	\$7.18	\$0.00	\$0.00	\$66.98	Renter
Location Fee	17.5 Perce	\$107.10	1	\$107.10	\$12.85	\$0.00	\$0.00	\$119.95	Renter

Split Charges...

additional charge items

Total Charges \$1,420.90 \$86.29 \$0.00 \$0.00 \$1,507.19

OK

Figure 2: Any VLF, ERF, location fee and HST covered by the Expedia tour voucher are masked under the Vehicle Rental charge item. Any additional charge items will be displayed along with their HST (and location fee, if applicable).

If the customer decides to extend his/her rental by another day, an additional charge for the extra rental day will kick in, as shown in Figure 3 below. For consistency, this additional day charge will also cover all items (i.e. VLF, ERF, location fee and HST) which the Expedia tour rate includes. In other words, the VLF, ERF, location fee and HST for this additional day are included in the extra day charge and will not be displayed on the *Rental Charge Billing* screen.

Contract Open/Check Out

Vehicle Information

Reservation # 29476231CA1 BCN [] Days Rental 12 Vehicle Class Intermediate (A) GIS Contract# []

Last Name Denis Pick Up Location B-01 YVR Airport Drop Off Location B-01 YVR Airport

First Name Michele Pick Up Time 22 Mar 2011 12:07 Drop Off Time 03 Apr 2011 07:30 Rez Comments []

Retrieve Res Walk Up Info Get Data Res Vehicle Class Intermediate (Air) Status []

Rental Charge Billing

Alternate Payment Methods

Payment Method	Organization	Total Billed	Available Credit

Details...

Add New Method

Loss of Use

Voucher

Direct Bill

Rental Charge Billing Items

Charge	Units	Unit Amt	Qty	Amount	GST/HST	PST	PVRT	Total	Bill To
Vehicle Rental	Week	\$451.00	1	\$451.00	\$0.00	\$0.00	\$0.00	\$451.00	Renter
Vehicle Rental	Day	\$62.70	4	\$250.80	\$0.00	\$0.00	\$0.00	\$250.80	Renter
Vehicle Rental (Extra Day)	XDay	\$85.35	1	\$85.35	\$0.00	\$0.00	\$0.00	\$85.35	Renter
Upgrade	Day	\$12.00	12	\$144.00	\$17.28	\$0.00	\$0.00	\$161.28	Renter
LDW	Week	\$181.65	1	\$181.65	\$21.80	\$0.00	\$0.00	\$203.45	Renter

Figure 3: Extending the tour rental triggers an extra day charge. Any VLF, ERF, location fee and HST covered by the Expedia tour voucher are also masked under the Vehicle Rental (Extra Day) charge item.

To record a tour voucher in a contract, simply go to the *Payment* screen and click on the *Voucher/Certificate* button to bring up the *Voucher/Certificate* window, as shown in Figure 4.

Contract Open/Check Out

Vehicle Information
 Reservation # 29476231CA1 BCN Days Rental 11 Vehicle Class Intermediate (A)
 Last Name Denis Pick Up Location B-01 YVR Airport Drop Off Location B-01 YVR Airport
 First Name Michele Pick Up Time 22 Mar 2011 12:07 Drop Off Time 02 Apr 2011 07:30 Rez Comments
 Retrieve Res Walk Up Info Get Data Res Vehicle Class Intermediate (Air) Status

GIS Contract#

Voucher/Certificate

Prepayment

Type	Collected At	Issuer	Amount	Currency	Exch	Contract Currency Amt	Voucher/Certificate/ PO Number	Processed By

Balance \$1,507.19

Taxi Reimbursement

OK

Figure 4: Open the *Voucher/Certificate* window to add a voucher to a contract.

Select 'Voucher' from the *Type* drop down list and you will see that the corresponding *Issuer* and *Amount* are automatically populated. The *Voucher/Certificate/PO Number* will also display the BU/BI number* of the reservation for billing reference (See Figure 5). The voucher amount is calculated based on the rate structure from the tour reservation, the inclusion settings of the tour rate and the prepaid rental days.

Voucher/Certificate

Prepayment

Type	Collected At	Issuer	Amount	Currency	Exch	Contract Currency Amt	Voucher/Certificate/ PO Number	Processed By
Voucher	B-01 YVR Airport	IDAY MAKER-EXPEDIA	701.8	Cdn \$	1	\$701.80	BU699600000193T2	

OK

Figure 5: GIS automatically populates the appropriate fields when you select voucher.

* See side note on Page 6 for an example of a tour reservation with no BU/BI number.

Once you have added the voucher, the total voucher amount is recorded in the *Voucher/Certificate* field on the *Payment* screen, as shown in Figure 6 below.

IMPORTANT

Do not inform the customer of the *Voucher/Certificate* amount for a tour rental.

Figure 6: The *Voucher/Certificate* field displays the total voucher amount assigned to the contract.

Tour vouchers are prepaid by the renter. So once you apply the appropriate voucher to the contract, GIS will only calculate the portion which the customer has to pay and display it in the *Balance* field. In other words, the Estimated Charges of a tour rental (in the *Printed Additional Comments* section under the *Comments* tab) will not include the voucher amount.

Figure 7: The tour voucher is not included in the Estimated Charges since it has already been prepaid.

IMPORTANT

Rental charge items (such as 'Vehicle Rental') no longer need to be split and direct billed for tour rentals.

Instead, add the tour vouchers in the *Voucher/Certificate* window, authorize/collect deposit on the customer's credit card, assign a unit to the contract and you are good to go.

The rental agreement (RA) for a tour rental has undergone some slight changes in contents and wordings. Please refer to RA 1358919 accompanying this tutorial.

In the Non-Pkg Rental section of the RA:

1. The base rate structure of the tour rate is not displayed but any additional day rate (See Figure 8) will be shown.

	Period	From	To	Amount	KM Cap
▶	Day	1	7	\$75.35	Unlimited
	Week	1	9999	\$451.00	Unlimited
	Day	8	9999	\$62.70	Unlimited
	XDay	1	9999	\$85.35	Unlimited

base rate structure
not displayed on RA

additional day rate will show on RA

Figure 8: The tour reservation's base rate structure is confidential and will not show on the rental agreement whereas the additional day charges will show.

In the Rental Rate Used section of the RA:

2. The RA will specify any taxes, surcharges, LDW, PAI, PEC, Additional Driver, GPS that are included in the rental.
3. The RA will print the prepaid rental period that the reservation was made for (regardless of when the contract was checked out).

In the Optional Services section of the RA:

4. If the tour rate includes any coverages or optional extras, these items will show as 'Incl.'.

In the Preauthorization or Deposit section of the RA:

5. The RA will not display the tour voucher amount that was assigned to the contract through the *Voucher/Certificate* window.

If the tour rate includes GPS, the GPS addendum will note that the GPS unit is included in the rental as well. Refer to RA 1358882 and the GPS addendum accompanying this tutorial.

Check out the contract as usual.

Note that you must always assign a voucher to a tour rental before check out. If you don't, GIS will pop up a message reminding you to do so.

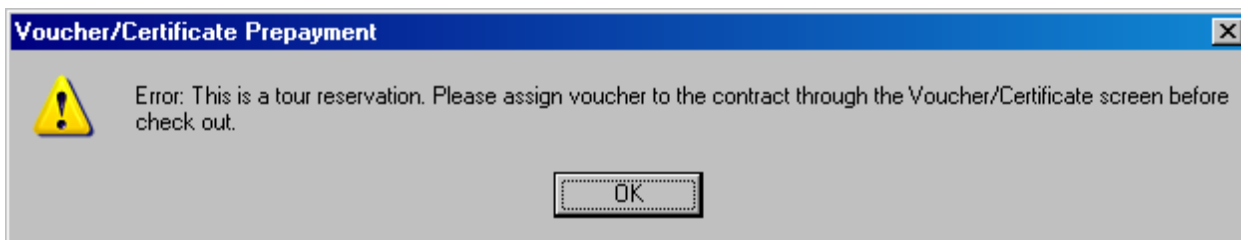


Figure 9: GIS will always make sure that you assign a voucher to your tour rental before check out.

Side Note

Some tour reservations are delivered as S-Voucher and contain no BU/BI number. In such cases, be sure to ask the customer for a paper copy of his/her tour reservation so that you can enter the Voucher Number in the mandatory *Voucher/Certificate/PO Number* field (See Figure 10). Once you open the contract, attach the voucher to the rental agreement.

Contract Open/Check Out

Vehicle Information
 Reservation # 28912894CA3 BCN Days Rental 8 Vehicle Class Intermediate (A) GIS Contract#
 Last Name Jupzi Pick Up Location B-01 YVR Airport Drop Off Location B-01 YVR Airport
 First Name Denise Pick Up Time 31 Mar 2011 11:00 Drop Off Time 07 Apr 2011 11:30 Rez Comments

Voucher/Certificate

Prepayment

Type	Collected At	Issuer	Amount	Currency	Exch	Contract Currency Amt	Voucher/Certificate/ PO Number	Processed By
Voucher	B-01 YVR Airport	JIDAY HOUSE-0256908	315	Cdn \$	315	1		

Please obtain Voucher from the customer and attach it to the contract

Apply OK

Figure 10: Refer to the customer-presented voucher and enter the mandatory *Voucher/Certificate/PO Number*.

HST Reg No R130617921 www.budgetbc.com		B-01 YVR Airport (Station Code: 4378) 5140 Grant McConachie Way Richmond, British Columbia V7B 1V1 (604) 668-7000		Contract #: 1358919 Reservation #: 29476231CA1	
Budget Rent-a-Car of B.C. Ltd.(An Independent Budget System Licensee)					
Renter: Denis, Michele		Vehicle Rented:		Owner: a/BRAC of BC LTD Model: MAZDA 3	
BCD Number: A411700		Time Out: 22 Mar 2011 12:07		Unit #: 171398 MVA #: 3094638-0	
Company: CML Healthcare		Due Back: 02 Apr 2011 07:30		Licence: 914NKM	
Credit Card: VISA XXXXXXXXXXXX1234		Return To: 5140 Grant McConachie Way Richmond, British Columbia		Km Out: 8766	
Authorized Drivers: Renter is Authorized to Drive					
Remarks:				Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff.	
/Estimated Charges: \$805.39		Rental Rate Used: Expedia10/H/Weekday - A		Vehicle Class: Intermediate (Air)	
gps#152		Km Charge: 0.00 per Km			
Vehicle is permitted to Travel Out of Area-Alberta/Oregon Valid from 28 Mar 2011 10:00 to 01 Apr 2011 10:00 *				Rate inclusive of time and KM, HST, Airport Concession Fee, VLF/AC Tax Recovery, Energy Recovery Fee, it applies to both prepaid rental and additional day rental. Renter is responsible for all non-package portions, optional services that are not indicated as inclusive, excess km, surcharge and applicable taxes.	
Vehicle Not allowed to Travel to Alaska, Mexico and the Yukon		3		Prepaid Rental cover: 22 Mar 2011 12:00 To 02 Apr 2011 07:30	
Vehicle shall not be operated on highway or roads not maintained by Municipal, Provincial or Federal Authorities		1		Non-Pkg Rental	
For Road Assistance, call 604-668-7167					
Authorized Drivers:					
I agree that there will be no other drivers unless agreed to and stated hereon by Budget. Renter and Named Drivers Initials:X					
Loss/Damage Waiver(LDW)					
I accept full responsibility for all loss and damage to the rental vehicle regardless of fault. In consideration of payment of L.D.W. charge per day or part thereof as indicated below, the renter's financial responsibility for the loss or damage to the rented vehicle, per occurrence, is limited to the amount indicated below, except for truck box damage, provided the terms and conditions of this agreement are not violated. L.D.W. is not insurance. See reverse for full terms and conditions. Regardless of whether L.D.W. is purchased, renter remains financially responsible for damage:					
• Caused while the vehicle is in control of any unauthorized drivers					
• Caused while vehicle is being driven outside of British Columbia without Written Consent					
• To the interior of the vehicle including excessive soilage					
• To the undercarriage including excessive soilage					
• Towing Charges					
LDW Accepted Responsibility: \$300.00 within effective dates shown. Full Replacement Value of Vehicle otherwise.					
Effective From: 22 Mar 2011 12:07 Effective To: 02 Apr 2011 07:30					
X					
Personal Accident Insurance (PAI)		Personal Effects Coverage (PEC)			
Declined		Declined			
X		X			
Excess Liability Insurance (ELI)					
BY INITIALLING, RENTER DECLINES TO PURCHASE EXCESS LIABILITY INSURANCE. IF THE RENTAL VEHICLE IS IN AN ACCIDENT, RENTER ACKNOWLEDGES THAT RENTER IS FINANCIALLY RESPONSIBLE FOR ALL LIABILITY (PL AND/OR PD) CLAIMS IN EXCESS OF \$1,000,000.00 (ONE MILLION DOLLARS).					
ELI Declined					
X					
I have read and agree to the terms on both sides of this agreement. When I present my credit card for payment; all charges, including parking tickets expenses, toll fees and costs, traffic violations, vehicle impoundment and vehicle damage costs can be charged to the presented credit card. My signature below considers to have been made on the applicable credit card voucher. I understand that only drivers authorized in writing by Budget may operate the vehicle.					
X					
Budget Representative Signature:					
		Contract Copy: #1		Print Date & Time: 22 Mar 2011 12:20	
				Page 1 of 1	

HST Reg No R130617921 www.budgetbc.com		B-01 YVR Airport (Station Code: 4378) 5140 Grant McConachie Way Richmond, British Columbia V7B 1V1 (604) 668-7000		Contract #: 1358882 Reservation #: 26963603CA2				
Budget Rent-a-Car of B.C. Ltd.(An Independent Budget System Licensee)								
Renter: Kuhl, Jeremy		Vehicle Rented:		Owner: a/BRAC of BC LTD Model: COROLLA	Unit #: 168502 MVA #: 3002937-0 Licence: 596RCK Km Out: 35214			
BCD Number: A645600 Company: Enkon Information Systems Credit Card: American Express XXXXXXXXXXXX0000 Authorized Drivers: Renter is Authorized to Drive		Time Out: 25 Mar 2011 16:07 Due Back: 29 Mar 2011 16:00 Return To: 5140 Grant McConachie Way Richmond, British Columbia						
Remarks: Travel permitted within BC only, traveling outside of BC without permission from Budget office will be subject to a \$0.50 per KM charge for the total KM Driven /Estimated Charges: \$140.87 gps #151 Vehicle Not allowed to Travel to Alaska, Mexico and the Yukon Vehicle shall not be operated on highway or roads not maintained by Municipal, Provincial or Federal Authorities For Road Assistance, call 604-668-7167		Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff.						
		Rental Rate Used: KTAI/10/OFF-SEASON - A		Vehicle Class: Intermediate (Air)				
		Km Charge: 0.00 per Km						
		Includes 1 GPS unit.						
		Rate inclusive of time and KM, HST, Airport Concession Fee, VLF/AC Tax Recovery, it applies to both prepaid rental and additional day rental.						
		Renter is responsible for all non-package portions, optional services that are not indicated as inclusive, excess km, surcharge and applicable taxes.						
		Prepaid Rental cover: 25 Mar 2011 16:00 To 29 Mar 2011 16:00						
		Non-Pkg Rental						
		Period	From	To	Amount	Km Cap	Type	
		Addl Day	1	End	76.67	0	Regular	
		Optional Services:	Qty	Flat	Daily	Weekly	Max	HST
		LDW - Standard	1		25.95	181.65		12
		GPS	1		Incl.	Incl.		Incl.
		Daily Rate is based on a 24 hour day minimum day charge. Rates do not include fuel or refueling charge plus surcharge and applicable taxes (currently 3.000 per litre). Airport Concession Fee: 17.5 % subject to taxes Energy Recovery Fee: 0.81 (Per Day) subject to taxes and Airport Concession Fee HST: 12% All the following Debit/Credit transactions are in Canadian Dollars (CAD\$) unless otherwise indicated.						
Authorized Drivers: I agree that there will be no other drivers unless agreed to and stated hereon by Budget. Renter and Named Drivers Initials:X		Preauthorization Type Date Auth # Amount Location American Express 25 Mar 2011 16:10 340158 B 340.87 B-01 YVR Airport EIGEN 010001001080 XXXXXXXXXXXX0000 340158 B Pre-Authorization EIGEMVC4 APPROVED 00-005 S						
Loss/Damage Waiver(LDW) I accept full responsibility for all loss and damage to the rental vehicle regardless of fault. In consideration of payment of L.D.W. charge per day or part thereof as indicated below, the renter's financial responsibility for the loss or damage to the rented vehicle, per occurrence, is limited to the amount indicated below, except for truck box damage, provided the terms and conditions of this agreement are not violated. L.D.W. is not insurance. See reverse for full terms and conditions. Regardless of whether L.D.W. is purchased, renter remains financially responsible for damage: • Caused while the vehicle is in control of any unauthorized drivers • Caused while vehicle is being driven outside of British Columbia without Written Consent • To the interior of the vehicle including excessive soilage • To the undercarriage including excessive soilage • Towing Charges LDW Accepted Responsibility: \$300.00 within effective dates shown. Full Replacement Value of Vehicle otherwise. Effective From: 25 Mar 2011 16:07 Effective To: 29 Mar 2011 16:00 X								
Personal Accident Insurance (PAI) Declined		Personal Effects Coverage (PEC) Declined						
X		X						
Excess Liability Insurance (ELI) BY INITIALLING, RENTER DECLINES TO PURCHASE EXCESS LIABILITY INSURANCE. IF THE RENTAL VEHICLE IS IN AN ACCIDENT, RENTER ACKNOWLEDGES THAT RENTER IS FINANCIALLY RESPONSIBLE FOR ALL LIABILITY (PL AND/OR PD) CLAIMS IN EXCESS OF \$1,000,000.00 (ONE MILLION DOLLARS). ELI Declined X I have read and agree to the terms on both sides of this agreement. When I present my credit card for payment; all charges, including parking tickets expenses, toll fees and costs, traffic violations, vehicle impoundment and vehicle damage costs can be charged to the presented credit card. My signature below considers to have been made on the applicable credit card voucher. I understand that only drivers authorized in writing by Budget may operate the vehicle.								
X		By checking here, I specify that I do not wish to receive information about the above products & services. If you check this box, please return form to agent at rental counter						
Budget Representative Signature:		Contract Copy: #1		Print Date & Time: 25 Mar 2011 16:11				
				Page 1 of 1				

GPS Navigation System Rental Addendum

Rental Agreement No:

1358882

GPS Unit No:

151

1. The rental cost of GPS Navigation unit is included with the prepaid rental.
2. Daily rental rate is based on a 24 hour period.
3. All GPS Navigation Systems MUST return back to the rental counter of the renting location.
4. ONE WAY rental of GPS Navigation Systems are prohibited. GPS Navigation Systems returned to any location other than the renting location will be assessed \$100.00, applied to the vehicle rental agreement.
5. A fee of \$299.00 plus applicable taxes will be charged for a lost, damaged or stolen unit. This is a non-refundable fee.
6. If the GPS Navigation System is stolen, the customer must file a police report with the police department in the jurisdiction where the theft occurred.
7. Loss Damage Waiver and Personal Accident and Effects coverage do not cover loss of or damage to the GPS Navigation System.
8. Renter agrees not to enter route information or adjust this device while driving. Failure to pay full attention to the operation of your vehicle could result in death, serious injury or property damage.
9. Renter assumes total responsibility and risk for using this device.

Renter Signature:

Date:

Budget Representative Signature:

Date: 31-Mar-2011

Closing a Tour Rental

Retrieve our tour rental. For the sake of this tutorial, we will check in the contract one day late.

The *Rental Charges* in the *Actual Rental Cost* section does not include the tour voucher amount, but it does include the extra day charge and non-package charges that the customer is responsible to pay for, as shown in Figure 11. Collect the outstanding balance and proceed to close the contract.

IMPORTANT

You need not split the rental charges manually and assign them to direct bill to reach the voucher amount.

Charge	Units	Unit Amt	Qty	Amount	GST/HST	PST	PVRT	Total	Bill To
Vehicle Rental	Week	\$451.00	1	\$451.00	\$0.00	\$0.00	\$0.00	\$451.00	Renter
Vehicle Rental	Day	\$62.70	4	\$250.80	\$0.00	\$0.00	\$0.00	\$250.80	Renter
Vehicle Rental (Extra Day)	XDay	\$85.35	1	\$85.35	\$0.00	\$0.00	\$0.00	\$85.35	Renter
Upgrade	Day	\$12.00	12	\$144.00	\$17.28	\$0.00	\$0.00	\$161.28	Renter
LDW - Standard	Week	\$181.65	1	\$181.65	\$21.80	\$0.00	\$0.00	\$203.45	Renter
LDW - Standard	Day	\$25.95	5	\$129.75	\$15.57	\$0.00	\$0.00	\$145.32	Renter
GPS	Week	\$74.75	2	\$149.50	\$17.94	\$0.00	\$0.00	\$167.44	Renter
Out of Area-Alberta/Oregon	Day	\$15.00	4	\$60.00	\$7.20	\$0.00	\$0.00	\$67.20	Renter
Location Fee	17.5 Perce	\$116.36	1	\$116.36	\$13.96	\$0.00	\$0.00	\$130.32	Renter

Contract Check In

Vehicle Information

BCN Days Rental Vehicle Class Renter Name

Pick Up Location Drop Off Location Last Name

Pick Up Time Drop Off Time First Name

Check In Vehicle

Actual Rental Cost

Rental Charges
Discounts
Taxes
Reimbursements
Total Charges and Taxes

Deposits/Refunds

Voucher/Certificate

Billed to Alternates

Balance

Payment

Renter Payment Method (Credit Card Pre-Authorization)

Payment Method
Payment Due

Credit Card Type
Credit Card #

Card Last Name
Card First Name

Credit Card Expiry
Payment Amount

Authorization #
Collect Payment

Alternate Payment Methods

Payment Method	Organization	Total Billed

Add New Method

Loss of Use
Voucher
Direct Bill

Currency Calculator
Reimbursements/Discounts...
Voucher/Certificate...
Deposit/Refund Record...
Rental Charge Billing...

Status
Confirmation#

Retrieve
Search...
Check In
Print
Print PDF
Void
Clear
Undo
Logout

Figure 11: The *Rental Charges* field does not include the prepaid tour voucher amount.

NOTE

The vehicle rental cost will not change even if the customer returns the car before the expected *Drop Off Date*. There is no refund on unused rental days for a tour rental.

Like the rental agreement, the contract receipt has also been modified to accommodate the new changes in this voucher implementation. Please refer to the receipt of contract 1358919.

In the *Non-Pkg Rental* section of the receipt:

1. The base rate structure of the tour rate is not displayed but any additional day rate (refer back to Figure 8) will be shown.

In the *Prepaid Rental Cover* section of the receipt:

2. The receipt will print the prepaid rental period that the reservation was made for (regardless of when the contract was checked out).
3. The receipt will specify any taxes, surcharges, LDW, PAI, PEC, Additional Driver, GPS that are included in the rental.

In the *Non-Package Charges* section of the receipt:

4. This section will only display any extra day charge and non-package charges that the customer is responsible for paying.

In the *Payments & Refunds* section of the receipt:

5. The receipt will not display the tour voucher amount that was assigned to the contract through the *Voucher/Certificate* window.

In the *Amount Owning* section of the receipt:

6. Package Charge will always show \$0.00 for tour rentals.

IMPORTANT

Do not inform the customer of the *Voucher/Certificate* amount for a tour rental.

Budget Rent-a-Car of B.C. Ltd.(An Independent Budget System Licensee)

(604) 668-7000

Reservation #: 29476231CA1

Renter: Denis, Michele**Vehicle Rented:**

Owner: a/BRAC of BC LTD

Unit #: 171398

Model: MAZDA 3

MVA #: 3094638-0

Time Out: 22 Mar 2011 12:07

Licence: 914NKM

Time In: 03 Apr 2011 06:50

Km Out: 8766

Location In: B-01 YVR Airport

Km In: 9781

Km Driven: 1015

BCD Number: A411700

Company: CML Healthcare

Credit Card: VISA XXXXXXXXXXXX1234

Rental Rate Used: Expedia10/H/Weekday - A

Vehicle Class: Intermediate (Air)

Km Charge: 0.00 per Km

Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff.**Non-Pkg Rental**

Period	From	To	Amount	Km Cap	Type
Addl Day	1	End	85.35	Unlimited	Regular

Daily Rate is based on a 24 hour day minimum day charge.

Rates do not include fuel or refueling charge plus surcharge and applicable taxes (currently 3.210 per litre).

Airport Concession Fee: 17.5% subject to taxes

VLF/AC Tax Recovery: 1.99 (Per Day) subject to taxes and Airport Concession Fee

Energy Recovery Fee: 0.81 (Per Day) subject to taxes and Airport Concession Fee

HST: 12%

Vehicle Not allowed to Travel to Alaska, Mexico & Yukon**For Road Assistance, call 604-668-7167****Contract close subject to final audit.****Remarks:**

/Estimated Charges: \$805.39

gps#152

Vehicle is permitted to Travel Out of Area-Alberta/Oregon Valid from 28 Mar 2011 10:00 to

01 Apr 2011 10:00 *

Prepaid Rental Cover: 22 Mar 2011 12:00 To 02 Apr 2011 07:30

Rate inclusive of time and KM, HST, Airport Concession Fee, VLF/AC Tax Recovery, Energy Recovery Fee, it applies to both prepaid rental and additional day rental.

Renter is responsible for all non-package portions, optional services that are not indicated as inclusive, excess km, surcharge and applicable taxes.

Non-Package Charges:

Item	Unit	Qty	Charge	HST	Billed To
GPS	Week	2	149.50	17.94	
LDW - Standard	Day	5	129.75	15.57	
LDW - Standard	Week	1	181.65	21.80	
Airport Concession Fee	17.5	1	116.36	13.96	
Out of Area-Alberta/Oregon	Day	4	60.00	7.20	
Upgrade	Day	12	144.00	17.28	
Vehicle Rental (Extra Day)	XDay	1	85.35	Incl.	

All the following Debit/Credit transactions are in Canadian Dollars (CAD\$) unless otherwise indicated.

Payments & Refunds

Total: 960.36

Type	Date	Amount	Exchange	Amount	Location
VISA	03 Apr 2011 06:51			960.36	B-01 YVR Airport
EIGEN 010001001223 XXXXXXXXXXXX1234	143834	Purchase			
EIGEMVC4 APPROVED 00-000 S					

Amount Owing

Package Charge: 0.00

Net Charges & Taxes: 960.36

Net Payment & Refunds: 960.36

Adjusting a Tour Rental

Let's assume that we want to refund all charges for the additional day. In other words, we need to refund the daily charge for GPS, upgrade, LDW – Standard and Vehicle Rental (Extra Day).

To make adjustments to a tour rental, pull up the contract in the *Contract Adjustments* screen and adjust the charges. When you select 'Time Charge' from the *Type* drop down list, GIS will pop up a message, as shown in Figure 12, asking whether you are making adjustment to the prepaid rental (i.e. the predefined confidential rate of the tour reservation, refer to the highlighted rate structure in Figure 1).

Contract Adjustments									
Payment		Adjustments			Comments				
Previous Adjustments									
Category	Type	Description	Period	\$/Period	Amount	GST/HST	Bill To	Charged By	
Current Adjustments									
Category	Type	Description	Period	\$/P					
Adjustment	LDW	LDW	Day	1 (\$2					
Adjustment	Location Fee	17.5 Percent	17.5 F	1 \$					
Adjustment	Upgrade Charç	upgrade	Day	1 (\$1					
Adjustment	GPS	ops	Day	1 (\$1					
Remove									
Add									
Adjustment	Time Charge					Inc.	Renter	Add	
Ticket#	Issuer	Issuing Date	Time	License					
			:		<input type="checkbox"/> Prepaid By Voucher				

Contract #
1358919

 Status
 Checked In
 Last Name
 Denis
 First Name
 Michele
 Confirmation#
 29476231CA1

Clear [X]

? Is the adjustment being made for prepaid rental?

Yes No

Figure 12: A clarification message pops up when adjustment is made on a time charge.

For this contract, we want to cancel off the extra day charge of the prepaid rental so select 'No' on the pop up message. In Figure 13, notice that GIS automatically populates the *Description* field with 'Vehicle Rental (Extra Day)'.

Current Adjustments

Category	Type	Description	Period	\$/Period	Amount	GST/HST	Bill To	Ticket#
<div style="height: 100px;"></div>								

Remove

<div style="width: 150px; height: 20px;"></div>								Remove
---	--	--	--	--	--	--	--	--------

Add

Adjustment	Time Charge	Vehicle Rental (E)					Inc.	Renter	Add
------------	-------------	--------------------	--	--	--	--	------	--------	-----

Figure 13: The description for 'Time Charge' changes depending on whether you choose Yes or No.

TIP!

If you had meant to select 'Yes' from the pop up message but accidentally clicked 'No', you can reverse your selection by toggling the *Prepaid By Voucher* box. The *Description* field changes to 'Vehicle Rental' accordingly (Figure 14).

Remove

Add

Adjustment Time Charge Vehicle Rental Inc.

Ticket# Issuer Issuing Date Time License

☒ Prepaid By Voucher

Figure 14: The *Prepaid By Voucher* option allows you to switch from the prepaid time charge to the additional day charge and vice versa.

Recall that any taxes or surcharges included in the tour rental will not be displayed. Our Expedia rental includes HST, VLF, ERF and location fee and therefore these charges are all hidden under the 'Vehicle Rental (Extra Day)' charge item, as shown in Figure 15.

Contract Adjustments

Payment Adjustments Comments

Contract # 1358919

Status Checked In

Last Name Denis

First Name Michele

Confirmation# 29476231CA1

Retrieve Search... Save Print (1)

Previous Adjustments

Category	Type	Description	Period	\$/Period	Amount	GST/HST	Bill To	Charged By
Adjustment	Upgrade Charge	upgrade	Day	1 (\$12.00)	(\$12.00)	(\$1.44)	Renter	
Adjustment	GPS	gps	Day	1 (\$14.95)	(\$14.95)	(\$1.79)	Renter	
Adjustment	Time Charge	Vehicle Rental (Extra Day)	Day	1 (\$85.35)	(\$85.35)	\$0.00	Renter	

Current Adjustments

Category	Type	Description	Period	\$/Period	Amount	GST/HST	Bill To	Ticket#
Adjustment	Upgrade Charge	upgrade	Day	1 (\$12.00)	(\$12.00)	(\$1.44)	Renter	
Adjustment	GPS	gps	Day	1 (\$14.95)	(\$14.95)	(\$1.79)	Renter	
Adjustment	Time Charge	Vehicle Rental (Extra Day)	Day	1 (\$85.35)	(\$85.35)	\$0.00	Renter	

Remove

Add

Figure 15: Any VLF, ERF, location fee, HST covered by the Expedia tour voucher are hidden under the Vehicle Rental (Extra Day) charge item.

Refund the outstanding amount to the customer's credit card and save your changes.

HST Reg No R130617921			B-01 YVR Airport (Station Code: 4378)		
www.budgetbc.com			5140 Grant McConachie Way		
Budget Rent-a-Car of B.C. Ltd.(An Independent Budget System Licensee)			Richmond, British Columbia V7B 1V1		
			(604) 668-7000		
			Contract #: 1358919		
			Reservation #: 29476231CA1		
Renter: Denis, Michele			Vehicle Rented:		
			Owner: a/BRAC of BC LTD		
			Model: MAZDA 3		
			Unit #: 171398		
			MVA #: 3094638-0		
			Licence: 914NKM		
			Km Out: 8766		
			Km In: 9781		
			Km Driven: 1015		
Rental Rate Used: Expedia10/H/Weekday - A Vehicle Class: Intermediate (Air)					
Km Charge: 0.00 per Km					
Non-Pkg Rental					
Period	From	To	Amount	Km Cap	Type
Addl Day	1	End	85.35	Unlimited	Regular
Daily Rate is based on a 24 hour day minimum day charge.					
Rates do not include fuel or refueling charge plus surcharge and applicable taxes (currently 3.210 per litre).					
Airport Concession Fee: 17.5% subject to taxes					
VLF/AC Tax Recovery: 1.99 (Per Day) subject to taxes and Airport Concession Fee					
Energy Recovery Fee: 0.81 (Per Day) subject to taxes and Airport Concession Fee					
HST: 12%					
Vehicle Not allowed to Travel to Alaska, Mexico & Yukon					
For Road Assistance, call 604-668-7167					
Contract close subject to final audit.					
Remarks:					
/Estimated Charges: \$805.39					
gps#152					
Vehicle is permitted to Travel Out of Area-Alberta/Oregon Valid from 28 Mar 2011 10:00 to 01 Apr 2011 10:00 * _____					
Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff.					
Prepaid Rental Cover: 22 Mar 2011 12:00 To 02 Apr 2011 07:30					
Rate inclusive of time and KM, HST, Airport Concession Fee, VLF/AC Tax Recovery, Energy Recovery Fee, it applies to both prepaid rental and additional day rental.					
Renter is responsible for all non-package portions, optional services that are not indicated as inclusive, excess km, surcharge and applicable taxes.					
Non-Package Charges:					
		Total:	719.10	86.30	
Item	Unit	Qty	Charge	HST	Billed To
GPS	Week	2	149.50	17.94	
GPS	Day	1	-14.95	-1.79	
LDW	Day	1	-25.95	-3.11	
LDW - Standard	Day	5	129.75	15.57	
LDW - Standard	Week	1	181.65	21.80	
Airport Concession Fee	17.5	1	116.36	13.96	
Airport Concession Fee	17.5	1	-9.26	-1.11	
Out of Area-Alberta/Oregon	Day	4	60.00	7.20	
Time Charge	Day	1	-85.35	Incl.	
Upgrade	Day	12	144.00	17.28	
Upgrade Charge	Day	1	-12.00	-1.44	
Vehicle Rental (Extra Day)	XDay	1	85.35	Incl.	
All the following Debit/Credit transactions are in Canadian Dollars (CAD\$) unless otherwise indicated.					
Payments & Refunds			Total:	805.40	
Type	Date	Amount	Exchange	Amount	Location
VISA	03 Apr 2011 06:51			960.36	B-01 YVR Airport
EIGEN 010001001223 XXXXXXXXXXXX1234 143834 Purchase					
EIGEMVC4 APPROVED 00-000 S					
VISA	12 Apr 2011 15:01			-154.96	B-01 YVR Airport
EIGEN 010001001224 XXXXXXXXXXXX1234 15013R VISA Return					
EIGEMVC4 APPROVED 00-000 M					
Amount Owing					
Package Charge:			0.00		
Net Charges & Taxes:			805.40		
Net Payment & Refunds:			805.40		

Opening a Prepaid Rental

Some customers reserve and prepay their rental online.

Currently, these reservations are made in one of the following ways:

- Through Zodiac Europe (BCD# G431700)
- When they redeem a Budget car through Lufthansa Airlines (BCD# L169000).

When these customers come in to the location to pick up their cars, they will need to present a voucher and you have to record the prepaid voucher amount as you open the contract.

Let's take a look at how to open a contract for a Lufthansa voucher (See Figure 16).

Budget		Fixed Value Voucher		Partner of Miles & More Lufthansa	
				page 1 of 2	
Your Personal Details		About Your Rental			
Name	Francesco Bianchessi	Reservation No.	26134358DE5		
Address	Via Galileo Galilei 6 25025 Pandino Italy	Rental Location	Vancouver, Vancouver Intl Apt Telephone 604-666-7000		
Contact	M393358002737	Return Location	Vancouver, Vancouver Intl Apt Telephone 604-666-7000		
		Date of Rental	5 March 2011 14:00		
		Opening hours on day of pickup	05:30-01:30 hours		
		Date of Return	10 March 2011 10:00		
		Opening hours on day of return	05:30-01:30 hours		
		Car Group	Gruppo auto W (es: Chevrolet Trailblazer 4x4)		
		Voucher Amount	405.04 CAD		
Additional Information		Budget Information			
Rental Price Paid	90851 Miglia:	Rate	DQ		
Your Quote includes	<ul style="list-style-type: none">• Iva -Tasse locali• VRF, Oneri automobilistici• Oneri Aeroportuali/Altri supplementi• Chilometri illimitati	BCD No.	L169000		
		Account No.	30602700000490015		
		Voucher No.	83763474		
		Date of Issue	13 February 2011 16:30		
		Company name			
		Agent Details			
		Issued by			
		IATA No.			
Additional Costs	.0 CAD	Remarks	V405.04CAD		

Figure 16: A sample prepaid voucher that a customer may present to you.

NOTE

There are some distinctions between a tour voucher (which has been prepaid) and a prepaid voucher (i.e. made through Zodiac or Lufthansa).

A tour voucher is a prepaid amount for a reservation which is assigned a **tour** rate (eg. Expedia, RBC, Holiday Network, Intair Transit, Resort Reservations Whistler, Canadian Travel Design etc.). These reservations are generally part of a tour package and their rates are negotiated and agreed by both parties (i.e. our company and the tour/partnership company). Therefore the customer is usually unaware of the actual prepaid amount for the car rental.

A prepaid voucher, on the other hand, is simply a record of the amount that the customer prepaid when he or she made a reservation online. The reservation rate is usually a **rack** rate such as A7I, DBI etc (See Figure 17).

Contract Open/Check Out

Vehicle Information

Reservation # 26134358DE5 BCN Days Rental 5 Vehicle Class Sport Utility

Last Name BIANCHESSI Pick Up Location B-01 YVR Airport Drop Off Location B-01 YVR Airport

First Name FRANCESCO, SIG./ Pick Up Time 05 Mar 2011 14:05 Drop Off Time 10 Mar 2011 10:00 Rez Comments

Retrieve Res Walk Up Info Get Data Res Vehicle Class Sport Utility

Renter Rate + Coverage Payment Comments

Rate Info

View Rates... Rate DQI Level BCD L169000 CPN Retrieve Rate Rate Details...

Full Coverage GST/HST Exempt Number PST Exempt Number Other Extras...

LDW LDW Level Deductible Daily Weekly Amount

ICBC/Renter Info

BCD Organization: Redeem Lufthansa

Figure 17: A regular rack rate is used in a prepaid rental.

Entering a prepaid amount is very similar to entering a tour voucher. The difference being - you have to manually enter the voucher amount in the *Amount* field as opposed to having GIS auto-calculate the amount.

Go to the *Payment* screen and open the *Voucher/Certificate* window, select 'Voucher' from the *Type* drop down list. Notice that the *Issuer* field is automatically populated but the *Amount* field is left empty. Refer to the voucher presented by the customer (See Figure 16) and manually enter the prepaid amount and voucher number, as shown in Figure 18 below.

IMPORTANT

Double check the voucher amount and voucher number to make sure that you enter them correctly into the system.

Voucher/Certificate

Prepayment

Type	Collected At	Issuer	Amount	Currency	Exch	Contract Currency Amt	Voucher/Certificate/ PO Number	Processed By
Voucher	B-01 YVR Airport	NATIONAL ACCOUNT	\$405.04	Cdn \$	1	\$405.04	83763474	

Apply

OK

Figure 18: Populate the mandatory *Amount* and *Voucher/Certificate/PO Number* fields for the prepaid rental.

Charge the remaining balance and optional extras (if any) to the customer's credit card.

For these prepaid rentals, the rental agreement (RA) will display the tour voucher amount that was assigned to the contract through the *Voucher/Certificate* window. Please refer to RA 1358884 accompanying this tutorial.

HST Reg No R130617921 www.budgetbc.com		B-01 YVR Airport (Station Code: 4378) 5140 Grant McConachie Way Richmond, British Columbia V7B 1V1 (604) 668-7000		Contract #: 1358884 Reservation #: 26134358DE5				
Renter: BIANCHESSI, FRANCESCO,SIG./SIG.		Vehicle Rented:		Owner: a/BRAC of BC LTD Model: EDGE FWD Unit #: 171311 MVA #: 3048000-4 Licence: 625NKN Km Out: 13512				
BCD Number: L169000 Company: * Credit Card: Master Card XXXXXXXXXXXX0007 Authorized Drivers: Renter is Authorized to Drive		Time Out: 05 Mar 2011 14:05 Due Back: 10 Mar 2011 10:00 Return To: 5140 Grant McConachie Way Richmond, British Columbia						
Remarks: Travel permitted within BC only, traveling outside of BC without permission from Budget office will be subject to a \$0.50 per KM charge for the total KM Driven /Estimated Charges: \$669.12 Vehicle Not allowed to Travel to Alaska, Mexico and the Yukon Vehicle shall not be operated on highway or roads not maintained by Municipal, Provincial or Federal Authorities For Road Assistance, call 604-668-7167		Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff.						
		Rental Rate Used: DQI		Vehicle Class: Sport Utility				
		Km Charge: 0.00 per Km						
		Period	From	To	Amount	Km Cap	Type	
		Day	1	7	73.75	Unlimited	Regular	
		Day	8	End	73.75	Unlimited	Regular	
		Hour	25	End	36.88	Unlimited	Regular	
		Week	1	End	295.00	Unlimited	Regular	
		Charge Items	Qty	Flat	Daily	Weekly	Max	HST
		PAI	1		3.95	27.65		12
		PEC	1		2.00	14.00		12
		ELI	1		4.99	34.93		12
		LDW - Specialty	1		28.95	202.65		12
		Daily Rate is based on a 24 hour day minimum day charge. Rates do not include fuel or refueling charge plus surcharge and applicable taxes (currently 3.000 per litre). Airport Concession Fee: 17.5 % subject to taxes VLF/AC Tax Recovery: 1.99 (Per Day) subject to taxes and Airport Concession Fee Energy Recovery Fee: 0.81 (Per Day) subject to taxes and Airport Concession Fee HST: 12% All the following Debit/Credit transactions are in Canadian Dollars (CAD\$) unless otherwise indicated.						
Authorized Drivers: I agree that there will be no other drivers unless agreed to and stated hereon by Budget. Renter and Named Drivers Initials:X		Preauthorization Type Date Auth # Amount Location Master Card 05 Mar 2011 14:15 005375 464.08 B-01 YVR Airport EIGEN 010001001125 XXXXXXXXXXXX0007 005375 Pre-Authorization EIGEMVC4 APPROVED 00-001 S						
Loss/Damage Waiver(LDW) I accept full responsibility for all loss and damage to the rental vehicle regardless of fault. In consideration of payment of L.D.W. charge per day or part thereof as indicated below, the renter's financial responsibility for the loss or damage to the rented vehicle, per occurrence, is limited to the amount indicated below, except for truck box damage, provided the terms and conditions of this agreement are not violated. L.D.W. is not insurance. See reverse for full terms and conditions. Regardless of whether L.D.W. is purchased, renter remains financially responsible for damage: • Caused while the vehicle is in control of any unauthorized drivers • Caused while vehicle is being driven outside of British Columbia without Written Consent • To the interior of the vehicle including excessive soilage • To the undercarriage including excessive soilage • Towing Charges LDW Accepted Responsibility: \$1000.00 within effective dates shown. Full Replacement Value of Vehicle otherwise. Effective From: 05 Mar 2011 14:05 Effective To: 10 Mar 2011 10:00 X		Deposit Type Date Amount Exchange Amount Location Voucher 05 Mar 2011 14:12 405.04 B-01 YVR Airport						
Personal Accident Insurance (PAI) Accepted From: 05 Mar 2011 14:05 To: 10 Mar 2011 10:00 X		Personal Effects Coverage (PEC) Accepted From: 05 Mar 2011 14:05 To: 10 Mar 2011 10:00 X						
Excess Liability Insurance (ELI) IN CONSIDERATION OF THE PAYMENT OF ELI CHARGE PER DAY OR PART THEREOF, RENTER ACCEPTS EXCESS LIABILITY INSURANCE. RENTER HAS READ AND UNDERSTANDS THE INSURANCE BROCHURE MADE AVAILABLE AT THE TIME OF RENTAL DESCRIBING COVERAGE AND LIMITS ELI Accepted From: 05 Mar 2011 14:05 To: 10 Mar 2011 10:00 X		Vehicle rental company third party liability in British Columbia is limited to a maximum of \$1,000,000.00 (one million dollars) X						
I have read and agree to the terms on both sides of this agreement. When I present my credit card for payment; all charges, including parking tickets expenses, toll fees and costs, traffic violations, vehicle impoundment and vehicle damage costs can be charged to the presented credit card. My signature below considers to have been made on the applicable credit card voucher. I understand that only drivers authorized in writing by Budget may operate the vehicle. X		Privacy Statement By my signature, I acknowledge receipt of all notices that appear on this rental document, agree to the terms and conditions on the separate rental documents jacket provided and agree to be bound by your Privacy Policy available from you. PRIVACY: By signing this form: I consent (1) to you "Budget" collecting, using and disclosing my personal information (PII) for the purpose of servicing & administering my rentals and related purposes as stated in Budget Privacy Policy, including Budget's business management, development & protection; and (2) to Budget using and disclosing my PII to send me information about products and services provided by Budget, Budget licensor, affiliates, & Budget System licensees. Budget may also use (but not disclose) my PII to offer me Budget System program partner organizations products & services. ___ By checking here, I specify that I do not wish to receive information about the above products & services. If you check this box, please return form to agent at rental counter						
Budget Representative Signature:		Contract Copy: #1		Print Date & Time: 05 Mar 2011 14:25				

Budget Copy

Page 1 of 1

Closing a Prepaid Rental

Closing a prepaid rental is the same as closing any other contracts with rental certificates. Collect or refund any outstanding amount and click *Check In*. The Check In receipt will display the voucher amount. See receipt of contract 1358884.

HST Reg No R130617921	B-01 YVR Airport (Station Code: 4378)	Contract #: 1358884
www.budgetbc.com	5140 Grant McConachie Way	
Budget Rent-a-Car of B.C. Ltd.(An Independent Budget System Licensee)	Richmond, British Columbia V7B 1V1	Reservation #: 26134358DE5
(604) 668-7000		

Renter: BIANCHESSI, FRANCESCO,SIG./SIG.	Vehicle Rented:	Owner: a/BRAC of BC LTD	Unit #: 171311
		Model: EDGE FWD	MVA #: 3048000-4
BCD Number: L169000	Time Out: 05 Mar 2011 14:05		Licence: 625NKN
Company: *	Time In: 10 Mar 2011 09:25		Km Out: 13512
Credit Card: Master Card XXXXXXXXXXXX0007	Location In: B-01 YVR Airport		Km In: 13881
			Km Driven: 369

Rental Rate Used: DQI	Vehicle Class: Sport Utility	Renter is fully responsible for vehicle until vehicle is checked in and inspected by Budget staff.
Km Charge: 0.00 per Km		

Period	From	To	Amount	Km Cap	Type
Day	1	7	73.75	Unlimited	Regular
Day	8	End	73.75	Unlimited	Regular
Hour	25	End	36.88	Unlimited	Regular
Week	1	End	295.00	Unlimited	Regular

Daily Rate is based on a 24 hour day minimum day charge.
Rates do not include fuel or refueling charge plus surcharge and applicable taxes (currently 3.000 per litre).

HST: 12%

Vehicle Not allowed to Travel to Alaska, Mexico & Yukon

For Road Assistance, call 604-668-7167

Contract close subject to final audit.

Remarks:
Travel permitted within BC only, traveling outside of BC without permission from Budget office will be subject to a \$0.50 per KM charge for the total KM Driven
/Estimated Charges: \$669.12

Charges:		Total:	597.43	71.69	
Item	Unit	Qty	Charge	HST	Billed To
ELI	Day	5	24.95	2.99	
Energy Recovery Fee	Day	5	4.05	0.49	
LDW - Specialty	Day	5	144.75	17.37	
Airport Concession Fee	17.5	1	88.98	10.68	
PAI	Day	5	19.75	2.37	
PEC	Day	5	10.00	1.20	
Vehicle Rental VLF/AC	Week	1	295.00	35.40	
Tax Recovery	Day	5	9.95	1.19	

All the following Debit/Credit transactions are in Canadian Dollars (CAD\$) unless otherwise indicated.

Payments & Refunds				Total:	264.08
Type	Date	Amount	Exchange	Amount	Location
Master Card	10 Mar 2011 09:26			264.08	B-01 YVR Airport
EIGEN 010001001128 XXXXXXXXXXXX0007 005375 Purchase					
EIGEMVC4 APPROVED 00-000 S					
Voucher	05 Mar 2011 14:02			405.04	B-01 YVR Airport
VIRGINIA TOURS - NATIONAL ACCOUNT #83763474					

Amount Owing	
Net Charges & Taxes:	669.12
Net Payment & Refunds:	264.08
Voucher:	405.04