

## UCSF/Thrifty Rent-a-Car Vehicle Rental Procedure

### 1. Three ways to rent from Thrifty Rent A Car:

A) Contact by calling (415) 788-8111 ext 3 to request a vehicle fax sheet to be sent to you.

B) Use the Fax Reservation Request and fax to 415-474-5364

C) Book online and receive the same rates:

<http://www.thrifty.com/local/index.aspx?locationCode=SFOC02=004C007781>

**Corporate # 004C007781**- Can be use for all Employees, Staff, Family Members, and Personal use. (Not direct bill approval unless confirm with Thrifty) and cannot be use for delivery, only pick-up at the following locations: San Francisco O'Farrell, SFO Airport, Oakland Airport, and San Jose Airport.

#### ***UCSF Corporate Rate Includes:***

Any applicable underage fee (ages 21-24)

Any applicable additional driver fees

Unlimited mileage within contiguous states

Delivery to Parnassus or Mission Bay Campus

Rates beginning at \$37.00 for Economy & Compact, Full size \$41.00,  
Minivan \$51.00 and Premium \$60.00

2. Complete a Vehicle Reservation Request Form and fax it back to 415-474-5364. Be sure to provide all the requested information, including a current Fund/DPA number for recharge.
3. Thrifty will deliver and retrieve the vehicle to and from your work-site (Parnassus and Mission Bay). If your work-site is at Parnassus, the vehicle will be delivered to the MU Parking Garage. You will pickup the keys and Rental Agreement from the Parking office in MU-P7, room 26 (Office hours: 7:30 am - 4:45 pm, M-F). At Mission Bay, the vehicle will be delivered to the Conference Center Garage. You will pickup the keys and Rental Agreement from the Parking office at 1625 Owens Street (Office hours: 8:00 am - 5:00 pm, M-F). The parking staff will direct you to the vehicle and provide you with a one-time voucher to exit the garage (no in and out privileges).
4. Return the vehicle at the time and place that was arranged with Thrifty, and return the keys to the Parking office. If the office is closed, deposit the keys in the yellow "After Hours Pool Car Key Drop" box. The drop box is located near the area where the vehicle was picked up near a green pillar marked "79".
5. If you keep the vehicle longer that originally planned, be sure to notify Thrifty so they can reschedule vehicle pick-up.
6. Please call Transportation at 415-476-2566, during business hours if you have any questions.



**UCSF**

CD# 004C007781 DB# D35066

**RESERVATION REQUEST**

Driver Name: \_\_\_\_\_

Driver's License: \_\_\_\_\_

Expired date of Driver's License: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

DPA/Fund #: \_\_\_\_\_

Vehicle Type request: \_\_\_\_\_

Please fill-in one of the following:

Delivery

Delivery Date: \_\_\_\_\_

Delivery Time: \_\_\_\_\_

Return Date: \_\_\_\_\_

Return Time: \_\_\_\_\_

**Delivery to the following place (please circle):**

Parnassus Parking garage Level G

Mission Bay Campus, Owens Street

Pick Up

Pick up Date: \_\_\_\_\_

Pick Up Time: \_\_\_\_\_

Return Date: \_\_\_\_\_

Return Time: \_\_\_\_\_

**Vehicles are available for pick up at:**

350 O'Farrell St. San Francisco, Ca 94102 (between Mason & Taylor)

Hours: 7am to 6pm Monday to Sunday

Reservation Requested By: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Please Fax this request to Thrifty Car Rental @ (415) 474-5364

For any questions please call: (415) 788-8111 Ext 3