



DEPARTMENT OF MANAGEMENT  
**SERVICES**

**"We serve those who  
serve Florida"**

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**JEB BUSH**  
Governor

**Tom Lewis, Jr.**  
Secretary

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*MyFlorida.com*



**Division of Fleet Mgmt.,  
FPA & BCP**  
4050 Esplanade Way  
Suite 335  
Tallahassee, Florida  
32399-0950

**Telephone:**  
850-488-4290

**Fax:**  
850-922-6194

**Internet:**  
[www.MyFlorida.com](http://www.MyFlorida.com)

April 10, 2006

MEMORANDUM

To: All State Employees

From: Rosalyn M. Ingram, Director  
State Fleet Management, FPA & PPM  
Department of Management Services

Subject: Personal Use of Avis Rental Vehicles While on  
State Business

When you rent an Avis vehicle for state business using a Purchasing Card and wish to continue the rental for personal use, you must check in at the local rental location and update your rental agreement using your personal credit card.

The rates for business and personal travel are the same, but business travel includes insurance coverage and tax exemption. It is not Avis's responsibility to break up your rental costs. Using the State Purchasing Card for the entire rental and then reimbursing the State is prohibited.

If you should have any questions on this matter, please contact the State of Florida, Department of Management Services at 850/488-4290 or your agency's Purchasing Card Administrator.

RB/db

cc: Tom Clemons  
Angela Pereira  
Cynthia Metcalfe