



KEY TRAVEL

Car Hire



International Car Hire with Key Travel

Negotiated 'billback' and all inclusive rates with our two car hire partners Enterprise and National



The University of Manchester

Benefits of booking car hire

We've negotiated rates with Enterprise and National to enable travellers to collect a car from hundreds of global locations (excluding Canada & Australia). You will not need to use a credit or procurement card as deposit for the booking.

Our hire policy includes

- Damage Waiver
- Theft Protection
- Excess Protection
- Unlimited Mileage
- Additional Drivers

What is Billback?

Bookings will be invoiced to Key Travel and in return our team will then charge it back to the University using the Activity or Task code.

How to book car hire

Contact your dedicated University of Manchester Team and request to book car hire.

You will receive a confirmation email containing the booking details, inclusions and confirmation number to presented when you collect your vehicle.

Requirements to advertise at time of booking

- Pick Up location
- Dates Required
- Vehicle type
- Additional Drivers
- Full License
- Age of driver
- Any additional requirements i.e. sat nav, car seat etc

Contact:

Team: University of Manchester **Tel:** 0161 819 9797 **Email:** UoM@keytravel.com

A few things to consider when collecting/returning your rental vehicle

Look over the car

Take a minute to walk around the car and look inside, checking for damage. If it's dark or you're in a multi-storey, use your phone torch. If you find any damage, ask the car hire company agent to mark it on your paperwork before you leave. Take pictures so you can be confident about what the car was like to start with.

The most common damages to look out for are scratches, dents or chips on the outside of the car and damage to the interior.

Check what fuel it takes

Open the cap to see if it's petrol or diesel. This should be clearly marked. If you're not sure which fuel the car takes, ask the agent before you leave.

Look at the dashboard

Rental car fuel is most commonly provided on a 'full to full' basis, which means you start with a full tank and you return the car with a full tank. Turn the key to check the tank is full (and the headlights work). Ensure there is no warning lights on the dashboard also.

Sort your route

If your car has GPS/sat nav, ensure you set it up before you leave. A Satellite Navigation system can be requested at time of booking, if the model of car doesn't have one as standard.

Returning Your Vehicle

When returning the vehicle the rental company will inspect for any damage, ensure you have a record of any known damage when you collected the car, to make sure there are no additional charges for repair.

Carhire assistance number

Always keep the carhire assistance telephone number to hand.



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