Rental Reservation Procedure

For local vehicle rentals please follow this procedure:

1. Log into MyUCalgary  [https://portal.my.ucalgary.ca](https://portal.my.ucalgary.ca)

2. Go to “My Work, Travel, Vehicle Rentals, Local vehicle reservations”

3. Complete Budget's Vehicle Request Form

   a. All fields must be completed in the order they appear. Please list additional drivers in the "Comments/Remarks" section at the bottom of Budget's rental request form.

   b. Note that all drivers must be authorized to drive by Risk Management. If you are not an authorized driver please click on this link: [Register to Drive](#)

   c. Payment must be made by either U of C PCard or U of C Travel Card.

   d. Once the form has been completed email it to: [reservations@calgarybudget.com](mailto:reservations@calgarybudget.com)

   e. Call 403-226-1550 extension #1 and provide your credit card number.

4. Vehicle rentals-pick up and drop off

   a. Due to COVID-19 safety protocols our preferred vendor, Budget Car and Truck Rentals, has temporarily suspended vehicle deliveries to campus.

   b. Vehicles will have to be picked-up/dropped-off at the following location:

      3328 26th Street NE  
      T1Y 4T7  
      403-299-6800

5. Insurance

   a. U of C’s insurance policy covers rentals.

   b. If you are travelling off-road you may want to purchase the Glass/tire/minor scratch insurance.
Risk Management’s Reminders for Renting Vehicles on University Business

1. Complete rental agreement and meet driver standards.
   a. All drivers must be university authorized drivers and listed on the rental agreement.

2. Understand what’s covered by insurance.
   a. The university provides non-owned auto liability insurance for the use of rental vehicles (for university business only).

3. Check the vehicle for scratches or dents.
   a. Prior to leaving the rental agency, do a full inspection of the vehicle. If there is pre-existing damage, report it to the agency immediately.

4. Know what to do in the event of an accident.
   a. If there is an accident: take pictures of both vehicles and damage, contact local police and the rental agency to file reports.

   b. As soon as possible, complete an incident report with Campus Security. If there were injuries sustained, please contact Campus Security at 403-220-5333.

Thanks,

Lee

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