

Rental Reservation Procedure

For local vehicle rentals please follow this procedure:

1. Log into MyUCalgary <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
 - e. Call Budget Reservations at 403-226-5102 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 26 St. NE Calgary AB, T1Y 4T7
T: 403-299-6800
5. Insurance
 - a. U of C’s insurance policy covers rentals. **Please note that as of July 1, 2022 our insurance company requires that anyone driving a rental vehicle for UCalgary purposes must be over 21 years of age.**
 - 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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