



## Self-Booking Tool (SBT) Tutorial: Search and Book a Vehicle

It's easy to book vehicle rentals in the self-booking tool. Prior to making your reservations in Concur, review the contract and policy requirements within UW TravelWise, under [Procedures/Car Rental](#). (University log in required to view)

The Big Ten contract pricing and coverages are available in the tool for domestic rentals. Hertz is available as an additional option under the WSCA pricing and terms.

International rates and insurance coverages vary by country and location. Collision and Damage Waiver Insurance must be purchased at the pick-up counter and will be reimbursed post trip; it is not included in the daily rate displayed. See the international rate tables within UW TravelWise, Vehicle Rentals, Big Ten Contract/National & Enterprise for specific rates, terms and conditions.

To Begin:

- Select the car tab to search for a car rental
- Enter pick-up/drop-off dates
- Select the search criteria to best fit your travel needs, such as an airport location or off airport – or include more search options
- Click **Search**

- Car options will display for consideration
- Contract suppliers are designated by the gold diamond symbol and are presented first in the matrix, then are sorted by price – low to high

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- Click the **Sorted By:** dropdown to sort by preference

Pick up: (MSN) on Fri, Mar 13 12:00 PM  
Return: Sat, Mar 14 12:00 PM

Print / Email  
Hide matrix

All 57 results	Economy Car	Compact Car	Intermediate Car	Standard Car	Full-size Car	Mini Van	Intermediate SUV	Standard SUV	Full-size SUV
	30.55	30.55	33.00	34.00	34.00	--	--	54.00	--
	32.00	32.00	33.00	34.00	34.00	54.00	54.00	54.00	90.00
	18.81	18.81	21.78	24.75	24.75	55.62	--	--	81.37
	19.95	19.95	21.85	23.75	23.75	183.35	106.40	107.35	--
	20.00	20.00	22.00	25.00	25.00	--	--	106.00	--
	21.00	21.00	23.00	25.00	25.00	158.00	112.00	113.00	--

NO LOCATIONS FOUND AT AIRPORT FOR ZT

- You can filter your options at any time by making an adjustment to your original search

Sorted By: Policy - Most Compliant

- Policy - Most Compliant
- Policy - Least Compliant
- Preference
- Price - Low to High
- Price - High to Low
- Vendor (A-Z)
- Vendor (Z-A)

**Comp**

\$30.55 per day  
(Corporate rate)

Select

200 miles per day and \$0.30 for each extra mile  
Pick-up: Terminal: MSN  
Automatic transmission  
Total cost **\$38.04\***



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**Economy Car (Apollo)**

\$30.55 per day  
(Corporate rate)

Select

200 miles per day and \$0.30 for each extra mile  
Pick-up: Terminal: MSN  
Automatic transmission  
Total cost **\$38.04\***



**Change Car Search**

Pick-up date: 03/13/2015 12:00 pm

Drop-off date: 03/14/2015 12:00 pm

Pick-up car at:  
 Airport Terminal  Off-Airport  
 Please enter an airport:  
 MSN - Dane County Regional - Madison, WI

Return car to another location

[More Search Options](#)

Search

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**Car Display Filters**

Unlimited miles

Air conditioning

Hybrid

**Car Transmission**

Automatic

Manual

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- Click the **Select** button to confirm your choice of vehicle
- Click **more info** to view the contract terms and conditions
- All **domestic** contract insurances are automatically included in the daily rate.  
As a reminder, consult the [procedures page](#) on insurance coverages for your country/location. Specific terms and conditions for international rentals as they are not included in the daily rate displayed.

**Compact Car** (Apollo) ◆◆◆ E-Receipt Enabled [more info](#)

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**\$30.55 per day**  
(Corporate rate)

Select ✓

200 miles per day and \$0.30 for each extra mile  
Pick-up: Terminal: MSN  
Automatic transmission  
Total cost **\$38.04\***



- On the following page, click **Reserve Car and Continue**

### REVIEW PRICE SUMMARY

Description	Daily Rate	Dates	Total
National Car Rental	\$30.55	Mar 13 - Mar 14	\$30.55
<b>Total Estimated Cost : \$38.04 USD*</b>			
<b>Total Due Now: \$0.00 USD†</b>			

\* Does not include additional fees incurred during time of travel.  
† Remaining amount due at rental location.

Back
Reserve Car and Continue

- Make sure that you include your vehicle preferences in your travel profile prior to booking – adding any reward club membership information (i.e. Emerald Club). This information transfers during the reservation process
- Vehicles will be reserved with the charge card stored in your profile or entered during the reservation process
- Review the booking information and click **Next** to continue
- Enter a “Trip Description” if desired and click **Next** to continue
- Click **Confirm Booking** to complete your reservation
- You will receive a Fox E-Receipt after completion to confirm your reservation

Almost done... Please confirm this itinerary.

Display Trip
<< Previous
Confirm Booking>>
Cancel



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- Concur is “Reserve Only” - Per vehicle industry standard, the driver must pay with a charge card in the driver’s name upon rental return
- Some locations, including airports assess a daily surcharge, if applicable, these are not included in the contract rate. Consult the [Big Ten Enterprise & National Program Summaries](#) to view these rates by location.
- Additional authorized drivers must be added at the rental counter at vehicle pick up and cannot be done in Concur. All authorized drivers must have a valid driver’s license for verification and sign the agreement.
- When you’re on the road, take the [Traveler’s Reference Guide](#) with you, the contract booking ID’s and toll-free numbers of rental suppliers are listed within.