How do I....? Hire a car

NOTE: Ensure you obtain permission from your project budget holder

Hiring a car from the UNSW Pool


1. Consider and choose what type of vehicle you require for the business activity you will be undertaking
2. Email carhire@unsw.edu.au or call 9385 7388 and provide the following details:
   - Type of car required (if applicable)
   - Driver's full name
   - Driver's staff number
   - Drivers license number
   - UNSW department / unit
   - Internal account code (for charging).

3. Receive an email confirmation of booking

**Pool vehicle hire fees**

<table>
<thead>
<tr>
<th></th>
<th>Sedan</th>
<th>Seven Seater Station Wagon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly rate</td>
<td>$9.00</td>
<td>$14.00</td>
</tr>
<tr>
<td>3 hours minimum</td>
<td>$27.00</td>
<td>$42.00</td>
</tr>
<tr>
<td>Full day</td>
<td>$72.00</td>
<td>$112.00</td>
</tr>
</tbody>
</table>

For more information on pool vehicle hire please, read the Pool Vehicle Hire Procedure

NOTE: A UNSW pool car is the preferred option for Randwick based staff if you are driving within the city limits, as fuel costs are included in the daily rate.

Hiring a car from Avis, Budget etc

1. Please go to the Serko website - https://serko.campustravel.com.au/Login.aspx and log in
2. Click the Booking tab, click the Make a Quick Booking link and then tick the ‘Car’ box
3. Enter the details relevant for your trip and proceed with the booking.

25 September 2013