

# How to Direct Bill a Vehicle - Hertz

- 1) Go to [www.hertz.com/txstate](http://www.hertz.com/txstate)
  - a. Click on "Click Here for Direct Bill (Busin. Only)".
    - (i) **\*Note: Driver's License will be required upon picking up your vehicle\***



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## Hertz Discounts



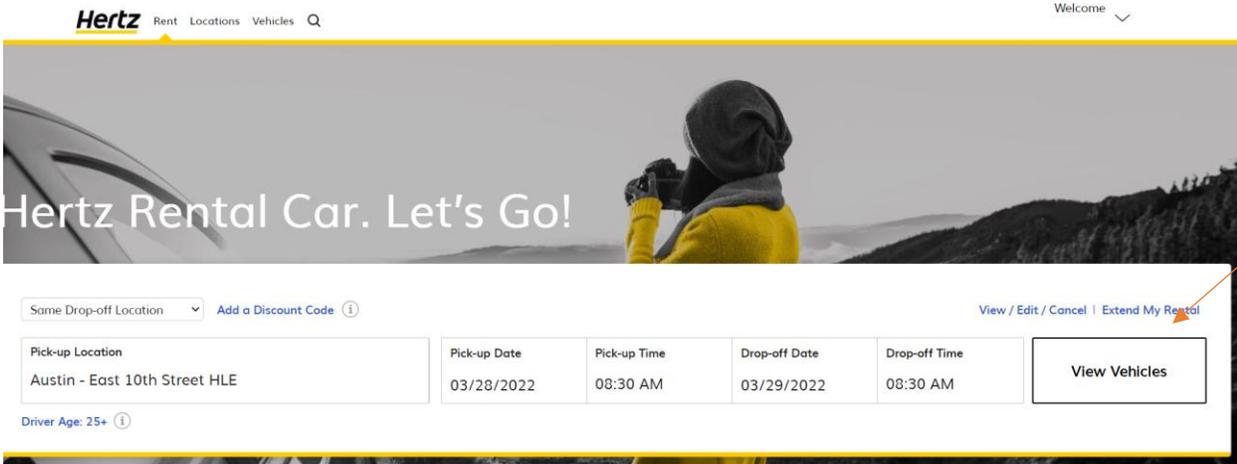
Hertz is an official provider for the Texas State University and offers new, low rates on business rentals. The contract offers great benefits for Texas State University travelers.

Benefits for the Texas State University Program:

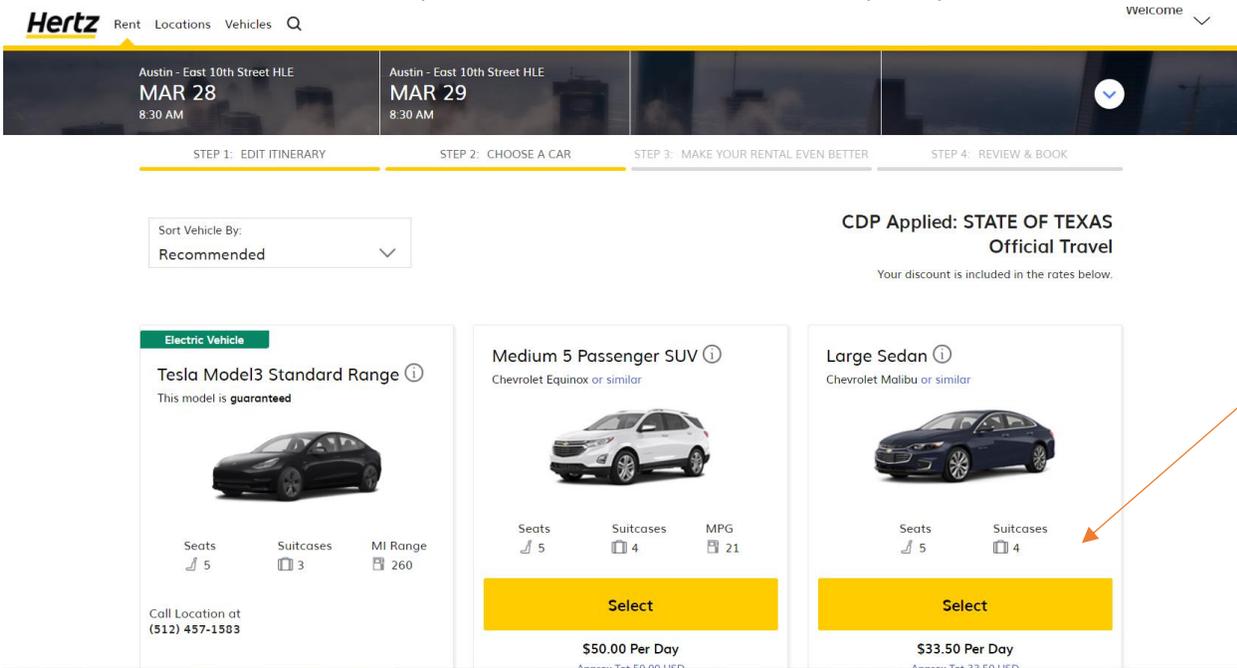
Exceptional Competitive Contract Rates	Unlimited Mileage	No one-way drop fees within the State of Texas	24/7 Roadside Service
Pick-up and drop-off service at all off airport locations	Loss Damage Waiver	Liability Protection Coverage	Minimum rental age of 18
<a href="#">Click here for Leisure Rentals</a>		<a href="#">Click Here for Direct Bill (Busin. Only)</a>	



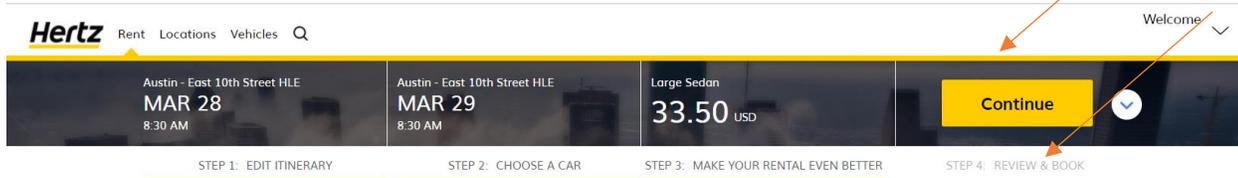
- 2) You will be sent to the reservation info screen. Enter the pickup location in that field for the full screen to display. Enter all details about the reservation (i.e. pickup/drop location, date, time). You may search by zip code to locate the nearest location. Click **“VIEW VEHICLES”**.



- 3) Next, choose the car type you want. The following screen shot is just a sample of the options available. Scroll down for additional vehicle options. Click **“Select”** for the vehicle option you need.



- 4) You will now be directed to the “Choose Extras” Page. The coverage is preselected as it is included in the rate business rentals. **ALL OTHER OPTIONAL SERVICES SHOULD NOT BE TAKEN. If you select any other options, you will have to personally pay for those.** Click “Continue” at the top right of the page.



### Make your rental even better

 <p><b>Protect Yourself, and Your Wallet</b></p> <p>If your car is damaged, you won't pay a thing.</p> <p><a href="#">More Details</a></p> <p>Pre-Selected</p>	 <p><b>Skip the Pump and Save Time</b></p> <p>Pay for gas now and you won't need to refuel before you return.</p> <p><a href="#">More Details</a></p> <p><b>\$80.99</b> Per Item per rental</p> <p>Add</p>	 <p><b>SiriusXM®</b></p> <p>Get satellite radio to enjoy ad-free music, plus sports, comedy, talk and news no matter where you drive.</p> <p><a href="#">More Details</a></p> <p>No Price Available</p> <p>Add</p>
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- 5) Enter in the traveler's (renter's) personal information in that section. This includes their first and last name and Texas State email address. **There is also a box for an approved Authorization Number which is either the trip number or if for a non-travel rental, then the approved Purchase Order number.** The \$200 deposit will NOT apply on applicant rentals through direct bill. This is a required field for business rentals and the trip number must be **4-characters (alpha-numeric)**.
- 6) If you are flying in to pick up a car, open up tab for “Travel Information,” and enter your flight information. Once flight data is entered or if there is no flight involved, click “**SUBMIT.**”

**Hertz** Rent Locations Vehicles Q

Welcome

Austin - East 10th Street HLE  
MAR 28  
8:30 AM

Austin - East 10th Street HLE  
MAR 29  
8:30 AM

Large Sedan  
33.50 USD

**Reserve**

STEP 1: EDIT ITINERARY    STEP 2: CHOOSE A CAR    STEP 3: MAKE YOUR RENTAL EVEN BETTER    STEP 4: REVIEW & BOOK

## Checkout

### Driver Details

First Name:

Last Name:

E-mail:

Verify E-mail Address:

Authorization Number:

**Est. Total 33.50 USD**

Charged At Pickup 33.50 USD

[See Cost Summary](#)

**Discounts**

CDP Name : STATE OF TEXAS

**Base Rate**

1 day at 33.50 USD 33.50 USD

**Included**

- Loss Damage Waiver
- Vehicle Licensing Fee Recovery
- Unlimited Miles Included

**Amount To Be Paid At Time Of Rent** 33.50 USD

**Your Car** [Edit](#)

Large Sedan (Group F) FCAR  
(F) Chevrolet Malibu or similar



**Travel Information** (Optional)

Do you have flight information? [Add](#)

**Submit**

### Essential Information

**Driver License**

At the time of pickup the driver must present a valid drivers license.

**Payment Card**

A valid credit card is required for all rentals, even those paid for with a debit card.

**Minimum Age**

**25+**  
Please check age restrictions guide.

- 7) You will receive an email with the confirmation number, full itinerary, and pricing. (Note that the “Thank you, Texas” is just an example. **Note the Texas State Travel office will also receive a confirmation email of your reservation.** The traveler’s name will appear as entered during the reservation process.) You may refer to the link in the confirmation email at any time to modify/cancel the reservation with no additional fee.

## Thank you, Texas

Your Confirmation Number is: **K0662857573**

If you have prepaid for your rental, don't forget to bring the same credit card you used to PrePay when you pickup your car.

We emailed a copy of this confirmation to [bvargas@hertz.com](mailto:bvargas@hertz.com)

[Print this page for your records](#)

**Mon, Mar 28**

Austin - East 10th Street HLE  
8:30 AM



**Tue, Mar 29**

Austin - East 10th Street HLE  
8:30 AM

[Add to Outlook](#) | [Add to Google or Yahoo Calendar](#)

[Book Another Car](#)

[Modify/ Cancel Reservation](#)

If you have prepaid for your rental, don't forget to bring the same credit card you used to PrePay when you pickup your car.

### Additional Notes:

For High Profile or Specialty Bookings (12/15 Passenger Vans, Large SUV's), please contact the Market Sales Executive Yves Charles at [Yves.Charles@hertz.com](mailto:Yves.Charles@hertz.com) if unable to book online.

\*For any questions with an existing reservation out of the San Marcos Hertz Location Edition, please contact the branch directly at (512) 392-5394.

### TO VIEW/MODIFY/CANCEL AN EXISTING HERTZ RESERVATION

- 1) Go to [www.hertz.com/txstate](http://www.hertz.com/txstate)
  - i. Click on "Click Here for Direct Bill (Busin. Only)"

### Hertz Discounts



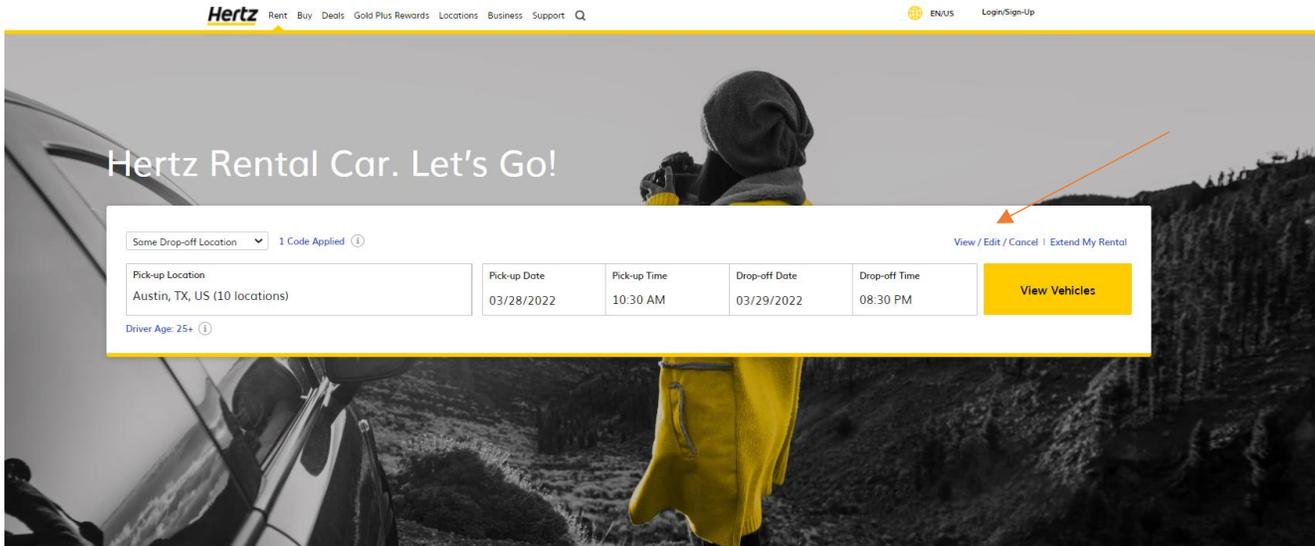
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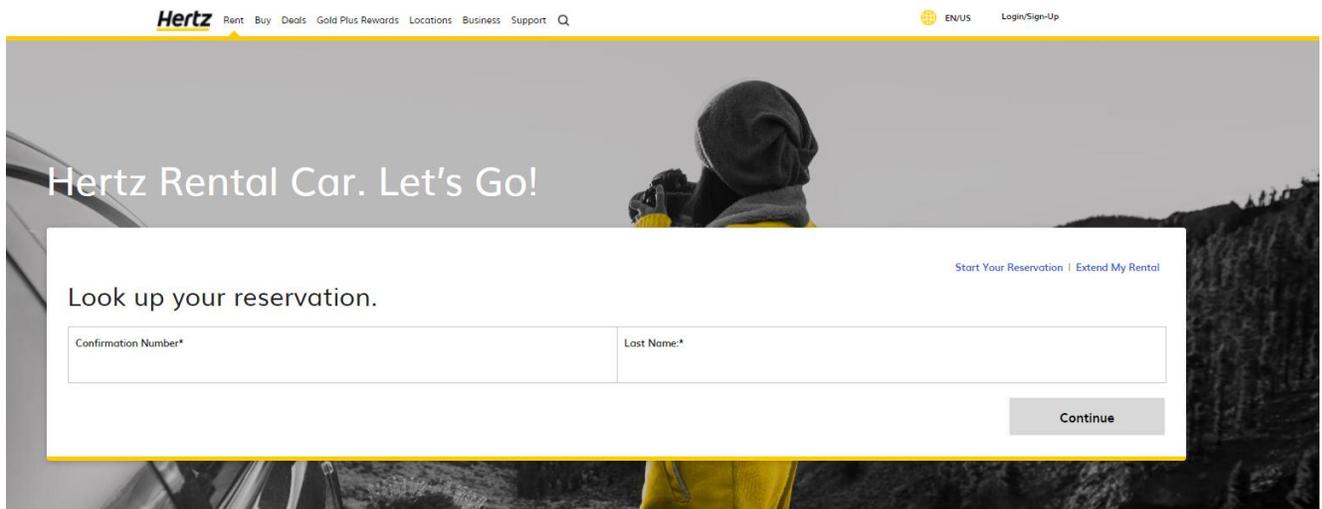


2) Click on View/Edit/Cancel a Reservation.



3) Enter the Confirmation Number and traveler's Last Name of the reservation you would like to view, modify or cancel.

i. Click Continue.



- 4) This will give you an overview of the existing rental reservation.
  - i. Click “Modify Reservation” to be redirected to edit the existing reservation.
  - ii. Click “Cancel Reservation” to cancel the existing reservation.

**Hertz** Rent Buy Deals Gold Plus Rewards Locations Business Support Q EN/US Login/Sign-Up

### Thank you, Texas

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We emailed a copy of this confirmation to bvargas@hertz.com  
Print this page for your records

**Mon, Mar 28** → **Tue, Mar 29**  
Austin - East 10th Street HLE 8:30 AM      Austin - East 10th Street HLE 8:30 AM  
[Add to Outlook](#) | [Add to Google or Yahoo Calendar](#)

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**Your Itinerary** [Edit](#)

Pick-up and Return Location Austin - East 10th Street HLE	Pick-up Time Mon. Mar 28. 2022 at 08:30 AM
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**What You Pay At Counter**  
33.50 USD