

Search the Help Center



Rental Car Reservations

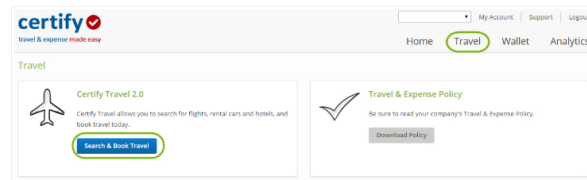


Courtney O'Reilly
January 21, 2020 1:55

Follow

Certify Travel allows users to book flights, hotels, and car reservations quickly and effortlessly online. This article will show you how to book a rental car.

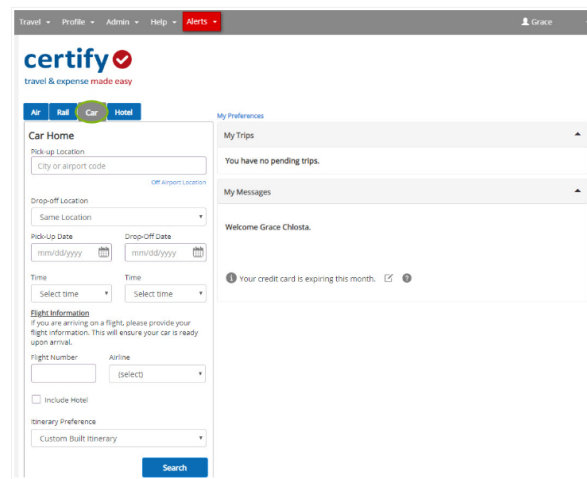
Step 1: On your account homepage, select **Travel**, and then select **Search & Book Travel**.



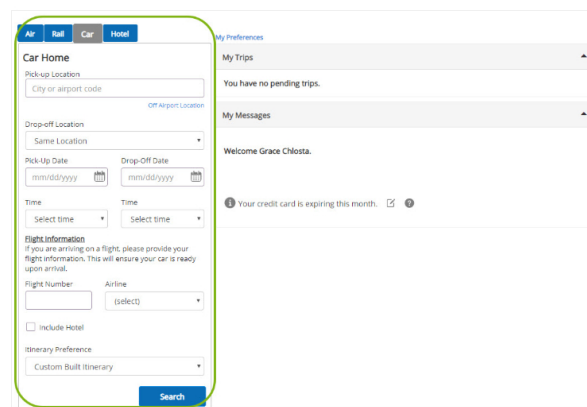
RELATED ARTICLES

- [Cancelling an Itinerary](#)
- [Adding Your Car Preferences](#)
- [Getting Started with Certify Travel](#)
- [Adding a Company Credit Card](#)
- [Running Travel Reports](#)

Step 2: On the left panel, select **Car**.



Step 3: On the left panel, change the **Drop-off Location** to a different location, if needed. Enter an airport code or select **Off Airport Location**. Enter a **pick-up** and **drop-off date and times**. Select **My Preferences** on the right to change your Car Travel Preferences. Click **Search**.



Step 4: Filters are located on the left panel. Select a car by clicking **Add to Cart**.

Please Note: If there are any policy issues with a car rate, a warning will be shown with the car rate.

| Car Availability | | | | | | | | | |
|-------------------------|--------------------------|------------|-------------------------|-----------|-------------|--------|--------|--------|--|
| Clear All Filters | 21 results | Modify Car | Cancel & Restart Search | Load More | Add to Cart | | | | |
| Preferred and Contracts | Company Car & Fleet | 54.04 | 75.25 | 81.22 | 103.33 | 107.62 | 110.25 | 115.00 | |
| Show | Intermediate Car & Fleet | 54.07 | 75.69 | 87.62 | 107.12 | 108.62 | 113.40 | 120.00 | |
| Car Vendors | Ford | 59.28 | 83.04 | 93.62 | 113.03 | 113.03 | 113.03 | 113.03 | |

