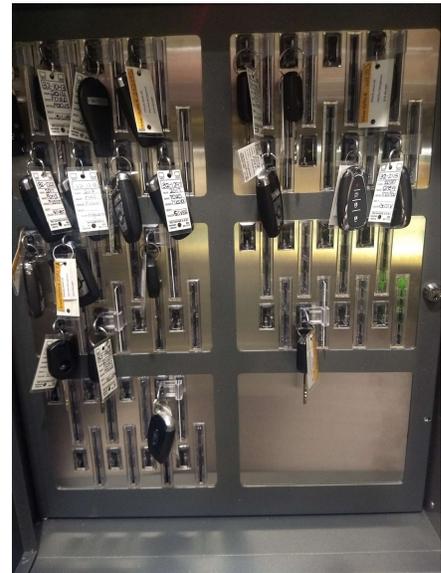


Motor Pool Travel Portal Instructions

To Pick Up Your Vehicle:

1. To pick up your vehicle keys and associated Voyager Card, bring your Reservation Confirmation email to the Motor Pool Travel Portal located in the Rhodes Tower on Floor B1.
2. Touch the screen at the bottom of the Motor Pool Travel Portal and select Pickup. At the prompt, enter your confirmation number. The door allowing access to the keys and cards will unlock so you can open it.
3. The keys and card assigned to you will be illuminated. Remove the keys from the Motor Pool Travel Portal by simply pulling the key and locking unit out of its port in the portal. Once you have removed the keys, this will release the Voyager card in the slot to the immediate right.
Important: Make sure to take your Voyager card by pulling it from its slot.
4. Proceed to Floor B3 to pick up your vehicle. Rental vehicles are parked in the spaces marked DAS Fleet.
5. **Note:** If you purchase fuel during your trip, please place the receipt in the envelope marked "Receipts" located in the glove box.



To Return Your Vehicle:

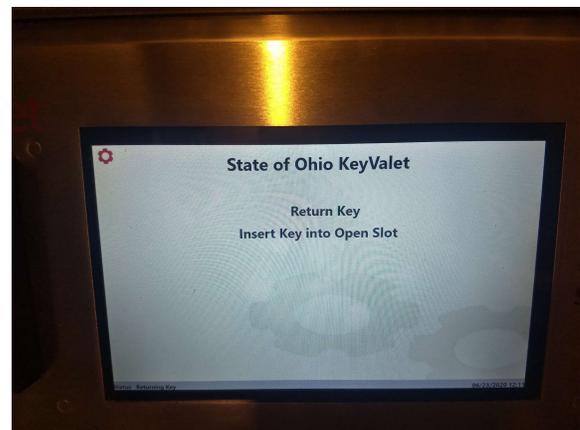
Return the vehicle to Floor B3 and park in a space marked DAS Fleet.

1. Write down the odometer reading (no tenths).
2. Proceed to the Motor Pool Travel Portal where you picked up the keys on B1.
3. Touch the screen and select Return.
4. At the prompt, enter your confirmation number you used to pick up the vehicle.
5. At the next prompt, enter the ending odometer reading that you wrote down.

Important: The system will not accept a mileage that is too low. If you receive an error message while entering the mileage please verify the number you entered. You may need to verify the mileage you wrote down against the actual odometer back at the vehicle.

6. The portal door will unlock and you can open it to have access to all the key ports. As shown in the picture to the right, you will be directed to insert the keys and card back into any open slot.

Important: You do not need to return the keys to the same port they came from. Any open port will be acceptable.



Motor Pool Travel Portal Instructions

7. Select a port you wish to use. Remember that each combination consists of a slot for the Voyager card and a port for the keys.
8. Slide the Voyager card into the associated card slot to the right of the key port you have selected.
9. Plug the keys back into the key port, ensuring that the plastic card locking arm is covering the end of the Voyager card, thus locking the card in place for the next driver.
10. Once the Voyager card and the keys have been returned to the Motor Pool Travel Portal and locked in place, close the outer door. Your transaction is now complete.



If assistance is required, please contact the Rhodes Tower Motor Pool Coordinator at 614-466-6884 or DAS Fleet Management 614-466-6607