



RENTAL RESERVATION FORM

Employee Name [please print]: _____

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

Destination: _____ Purpose of Trip _____

Rental Vehicle Requested:

Pick-up/Drop Off Locations:

- ___ Intermediate
- ___ SUV (attach justification)
- ___ Other _____(attach justification)

- ___ 1109 Ambassador Caffery Pkwy
- ___ 1800 West Pinhook Road
- ___ 1020 NE Evangeline Thruway
- ___ 6879- B Johnson Street
- ___ 1221 Albertson Pkway , Suite C
- ___ Lafayette Airport (permission needed)
- ___ Other: _____

AGREEMENT

PLEASE READ AND INITIAL EACH LINE PRIOR TO SUBMISSION

- ___ 1. Unauthorized persons should not be transported in rental vehicles. Approval of exceptions to this policy may be made by the Chancellor if it is determined that the travel is in the best interest of the state. The passenger must sign a hold harmless agreement form acknowledging the fact that the state assumes no liability for any loss, injury, or death resulting from said travel.
- ___ 2. **Personal use of a rental vehicle while traveling for official state business is prohibited.**
- ___ 3. You should waive additional insurance and gas options offered by the rental company. **Obtain a fuel card from the Property Department.**
- ___ 4. In the event that the State traveler has need for the vehicle before Enterprise's normal hours of operation, Enterprise will start rental charges at 7:30 A.M. the morning in which the rental is needed with pickup before the close of business the night prior. **It is the traveler's responsibility to ensure that Enterprise bills SLCC appropriately.**
- ___ 5. Prior to taking possession of any rental vehicle, the State employee should inspect the vehicle for any prior damage, such as scratches, dents, windshield cracks, torn upholstery, etc. on both the outside and inside of the vehicle. Any damage found should be noted on the lease agreement prior to taking possession. This same process should be completed with the leasing agent or company when the vehicle is returned.

Driver's Signature: _____ Date: _____

For Internal Use Only:

Rental Confirmation Number: _____

Approved Travel Request: Yes [] No [] Official Driving Record on File: Yes [] No []
 Department Head Approval: Yes [] No [] Defensive Driving Course on File: Yes [] No []

*When a larger vehicle is necessary due to the number of persons being transported, the vehicle shall be upgraded to the next smallest and lowest price to accommodate the number persons traveling.