

# Rental Vehicle Request

Name as it appears on Driver's License: \_\_\_\_\_

Location of vehicle rental (airport code, city, zip, etc.): \_\_\_\_\_

Rental vehicle pick-up - Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rental vehicle drop-off - Date: \_\_\_\_\_ Time: \_\_\_\_\_

Cell phone number or a number you can be reached during travel time: \_\_\_\_\_

Email address that can be accessed during travel time: \_\_\_\_\_

Driver's License # and issuing state: \_\_\_\_\_

Driver's Date of Birth: \_\_\_\_\_ (Note - Driver must be at least 25 years old)

Signature of Requesting Employee \_\_\_\_\_

**\*\*\* Traveler will be required to present two forms of ID to Enterprise when traveling.**

**\*\*\* Traveler MUST use Agency fuel card - Contact the State Operations Agency Fleet Manager (803-299-4330).**

**\*\*\* Rental includes insurance/damage waiver.**

**\*\*\* The Agency will be invoiced for both the vehicle rental & the fuel.**

**\*\*\* Traveler MUST attach a copy of their approved Travel Authorization.**