

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 age: ____ (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.**

***** MUST attach a copy of your approved Travel Authorization.**