

Vehicle Rental Request

Name as it appears on Driver's License: _____

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

Vehicle rental pick-up - Date: _____ Time: _____

Vehicle rental 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: _____

Are you over the age of 21? _____

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**