



Vehicle Rental Form

***MUST BE COMPLETED ONLINE**

General Note: Section 1525.F, State Travel Regulation provides for the use of rental vehicles while traveling on State Business. However, to qualify for a rental vehicle it must be the only form of transportation available for the most economical means by which the purpose of the trip can be accomplished. This request must be approved by the VICE PRESIDENT OF ADMINISTRATION & FINANCE through the appropriate VICE PRESIDENT for the budget unit affected.

On-Line Spend Authorization No. _____ Date(s) of Travel _____ - _____

Name of Driver

Driver's W#

Driver's Email

Phone

Vehicle class you will be renting-

***Provide justification below if class is larger than standard size.**

If 15 Passenger Van (per University Policy):

- Driver has class D license: Yes No
- Van is a TRANSIT van: Yes No

REQUIRED INFORMATION

Purpose of trip:

Documentation of Cost Effectiveness/only method of transportation:

The Office of Risk Management, State of Louisiana, carries a Liability Collision and Comprehensive insurance on all vehicles the University rents. Prior to taking possession of a rented vehicle as a University employee, I will inspect the vehicle for any prior damage such as:

1. Scratches and dents on body of vehicle
2. Pecks, scratches, cracks on the windshield
3. Torn upholstery, etc.

Any damages noticed must be noted on the Lease Agreement. The same process should be completed with the leasing agent when the vehicle is returned.

The above practice will reduce the amount the state is being charged for damages, which we may not owe. Any accident involving a rental vehicle must be reported in the same manner as any vehicle used on University time.

Signature of Driver

Date of Request