**HERTZ RENTAL BOOKING FORM**

Please allow 7 to 10 days in advance for Enterprise Rental booking to be guaranteed.

Please attach this form with the approved travel.

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| **Traveler:** (Must be an authorized driver – for more information, please contact Quintina Harris at ext. 3174)   |  Name: Click here to enter text.G Number: Click here to enter text.Department: Click here to enter text.E Number: Click here to enter text. Approved Travel Must Be Attached  |

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| Contact Information  |  Cell Number: Click here to enter text.Work Email: Click here to enter text.Work Number: Click here to enter text. |

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|  Number of Passengers (only passengers): All passengers (employee or non-employee) must be listed on this form. An acknowledgement form (formerly Hold Harmless Agreement) must be completed by the non-employee and attached to this form.  Type of vehicle If more than 4 passengers: (example Large SUV, Mini-Van or 15 passenger van)  |  Click here to enter text.  Click here to enter text.Other passengers   Click here to enter text. |

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|  Departure: (Only Hertz business hours) Return: 318-251-8366 Hertz rental Destination for pick up (In- State of LA only)   |  Date: Click here to enter a date. Time: Click here to enter text. Date: Click here to enter a date. Time: Click here to enter text.  Ruston [ ]  Monroe [ ]   Other Click here to enter text. |
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Comments:

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You will receive booking confirmation within 1-3 business days.