**SECTION 1 - TRAVELER INFORMATION**

|  |  |
| --- | --- |
| Name of Traveler:  G Number  Email Address:  Moblie Phone Number: | Name |
| Department Name: |  |
| **SECTION 2 - TRIP DETAILS** |  |
| Purpose of Travel: |  |
| Destination (City/State): |  |
| Departure Date/Time: |  |
| Return Date/Time: |  |

**SECTION 3 - RENTAL VEHICLE DETAILS**

Rental Company: Enterprise [ ] Hertz [ ]

Rental Type Requested ([ ] Sedan [ ] SUV [ ] Van [ ] Truck [ ] Other); **Prior Approval for Premium and Elite Rental**:

Estimated Number of Travelers:

Name of Additional Travelers: ­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pickup Location:

Drop-off Location:

**SECTION 4 - FUNDING & APPROVAL**

Out-of-State Rental (**requires Prior Approval from the President**)? ([ ] Yes [ ] No):

Pickup Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drop-off Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Charged to CBA Card? ([ ] Yes [ ] No) **If No Explain Funding source**:

Primary Driver's Name:

**SECTION 5 - DRIVER CERTIFICATION**

Defensive Driving Completed? ([ ] Yes [ ] No):

Driver's License Number:

State of Issuance:

Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 6 - ATTACHMENTS REQUIRED**

[ ] Approved Travel Authorization [ ] Defensive Driving Certificate

[ ] Rental Justification Letter

[ ] Conference Agenda (if applicable) [ ] Prior Approval Letter