

**GRAMBLING STATE UNIVERSITY**  
**OFFICIAL CAR RENTAL REQUEST FORM**  
*Submit completed form with your Travel Authorization*

**SECTION 1 - TRAVELER INFORMATION**

Name of Traveler: \_\_\_\_\_

G Number \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Department Name: \_\_\_\_\_

**SECTION 2 - TRIP DETAILS**

Purpose of Travel: \_\_\_\_\_

Destination (City/State): \_\_\_\_\_

Departure Date/Time: \_\_\_\_\_

Return Date/Time: \_\_\_\_\_

**SECTION 3 - RENTAL VEHICLE DETAILS**

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

\_\_\_\_\_

Estimated Number of 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:** \_\_\_\_\_

**SECTION 5 - DRIVER CERTIFICATION**

Primary Driver's Name: \_\_\_\_\_

Defensive Driving Completed? (☐ Yes ☐ No): \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State of Issuance: \_\_\_\_\_

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

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**SECTION 6 - ATTACHMENTS REQUIRED**

- ☐ Approved Travel Authorization
- ☐ Defensive Driving Certificate
- ☐ Rental Justification Letter
- ☐ Conference Agenda (if applicable)
- ☐ Prior Approval Letter

**SECTION 7 - AUTHORIZATIONS**

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