

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.

Traveler: (Must be an authorized driver – for more information, please contact Quintina Harris at ext. 3174)	Name: G Number: Department: E Number: Approved Travel Must Be Attached
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Contact Information	Cell Number: Work Email: Work Number:
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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)	Other passengers
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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: _____ Time: _____ Date: _____ Time: _____ Ruston <input type="checkbox"/> Monroe <input type="checkbox"/> Other _____
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Comments:

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