



Long Term Vehicle Reservation Request Form

Complete this form when a vehicle is necessary for longterm University travel. Complete section 2 and gather proper approvals. Once approved and complete enter the rental request on the Enterprise website (a trip number is required to reserve a vehicle). Return the vehicle reservation form to Accounts Payable Waller room 18.

Section 1: Trip Information

Driver's Name:

Driver's License #:

Driver's License State:

Department Name:

Fund Center #:

Telephone #:

Rental Period:

Departing From:

Purpose of Travel:

Destination:

Commitment Item:

Please list the names of all passengers traveling in the vehicle. Passenger list must be completed before vehicle is released.

Relief Driver(s) (if necessary):

Driver's Name:

Driver's License #:

Driver's Signature: _____

Driver's Name:

Driver's License #:

Driver's Signature: _____

Section 2: Enterprise Vehicle Rental Information

Complete below information, log onto Enterprise website to reserve your vehicle, and forward completed approved form to Accounts Payable Waller Room 18.

Trip #
(required to reserve vehicle)

Vehicle Class:

I certify that the vehicle will be used for official University business, that I am qualified to operate a vehicle, that I am familiar with rules and regulations governing the use of Enterprise vehicles. **This vehicle will be driven ONLY by Bloomsburg University employees who are licensed drivers and who are on University payroll. I understand I may NOT use this vehicle for personal purposes other than for commuting or deminimis personal use.**

Driver's Signature: _____

Date: _____

Approvals serve as basis for payment of the monthly Enterprise invoice.

Signature:

Supervisor/Dept. Chair: _____

Dean (required for all Academic Travel): _____

Budget Manager #1 (if different than Dean/Supervisor): _____

Budget Manager #2 (if different than Dean/Supervisor): _____

VP or Provost (required for all travel over \$500): _____

President or Provost (required for all out of country travel for all divisions): _____