

# ENTERPRISE 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.

<p><b>Traveler:</b> (Must be an <b>authorized driver</b> – for more information, please contact Quintina Harris at ext. 3174)</p>	<p>Name: _____</p> <p>G Number: _____</p> <p>Department: _____</p> <p>E Number: _____</p> <p style="text-align: right; color: red;">Approved Travel Must Be Attached</p>
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<p>Contact Information</p>	<p>Cell Number: _____</p> <p>Work Email: _____</p> <p>Work Number: _____</p>
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<p>Number of Passengers (only passengers):  <span style="color: red;">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.</span></p> <p>Type of vehicle if more than 4 passengers:              (example Large SUV, Mini-Van or 15 passenger van)</p>	<p>_____</p> <p>_____</p> <p>Other passengers _____</p> <p>_____</p>
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<p>Departure: (<b>Only Enterprise business hours</b>)</p> <p>Return:</p> <p>318-254-0094 Enterprise rental</p> <p>Destination for pick up (<b>In- State of LA only</b>)</p>	<p>Date: _____ Time: _____</p> <p>Date: _____ Time: _____</p> <p>Ruston _____ Monroe _____</p> <p>Other _____</p>
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Comments:

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