**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.

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| **Traveler:** (Must be an authorized driver – for more information, please contact Quintina  Harris at ext. 3174) | Name: Click here to enter text.  G Number: Click here to enter text.  Department: Click here to enter text.  E Number: Click here to enter text.  Approved Travel Must Be Attached |

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| Contact Information | Cell Number: Click here to enter text.  Work Email: Click here to enter text.  Work Number: Click here to enter text. |

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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) | Click here to enter text.      Click here to enter text.  Other passengers      Click here to enter text. |

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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: Click here to enter a date. Time: Click here to enter text.    Date: Click here to enter a date. Time: Click here to enter text.    Ruston  Monroe    Other Click here to enter text. |
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Comments:

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