

ENTERPRISE RENTAL VEHICLE REQUEST

USE OF THIS FORM IS LIMITED to business-related Enterprise vehicle rentals. Rentals for personal use should NOT be submitted via this form. Employees may request a promotion number from Transportation Services to enter when reserving a vehicle for personal use via a home computer or mobile device.

Instructions for Request Form

Approval Flow

1. After completing this form, proper authorization (signatures) must be obtained. Based on the total cost of the rental, the following approvals will be obtained via DocuSign. For **all** rentals, the form must be signed by:
 - the Requestor (the person completing the form even if they are not the driver).
 - the Driver (if they are not the Requestor)
 - the Driver's Supervisor
2. **For rentals greater than \$500**, the Next Level Authority* must also sign the form.
3. **For rentals greater than \$2,500**, the Next Level Authority* and the Vice President must also sign the form.
4. **If the rental is funded by Restricted Grant Funds**, then the Director of Grants & Sponsored Projects must also be added to the approval flow corresponding to the total cost of the rental.

**The Next Level Authority is the Supervisor's Supervisor.*

Next Steps

1. After receiving the appropriate approvals to use a rental vehicle, the requestor should enter the rental reservation using the Enterprise Rental web link found at <https://elink.enterprise.com/en/kutztown.html>.
2. If other travel expenses are anticipated, the employee must complete a Travel Expense Form and adhere to the procedures for submitting that document to Accounts Payable.

Contact KU Business Services at parkingpermits@kutztown.edu or 610-683-4825 with any questions.

PREVIEW ONLY
VOID

Kutztown University
ENTERPRISE RENTAL VEHICLE REQUEST



EMPLOYEE INFORMATION:

Please complete the following section in its entirety.

Employee Name: _____ Telephone Extension: _____

Cost Center: _____ Dept. Name Associated with Cost Center: _____

TRAVEL INFORMATION:

Please complete the following section in its entirety.

Destination (City, State): _____
Enter the city and state. If multiple locations, indicate the locations where the majority of time will be spent by the traveler.

Departure (Date/Time): _____ Return (Date/Time): _____
Enter the dates and times when the rental vehicle will be picked up and returned. This information should match what is on the vehicle reservation.

Purpose of Travel: _____
Indicate the business purpose for the rental being as specific as possible.

VEHICLE TYPE AND AUTHORIZED DRIVERS AND PASSENGERS

Please list the names of the drivers and passengers. (Each driver must be an active KU employee or student employee with a valid driver's license as verified by the Requestor. All passengers must be included. If a course, club or team is travelling, please provide the group's name and the number of passengers, then attach a passenger list to this form. Pricing is available by clicking here.

Vehicle #1 Type:

Indicate the and type of vehicle(s) you are renting.

Cost: _____

<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER
<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER
<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER

Vehicle #2 Type:

Indicate the and type of vehicle(s) you are renting.

Cost: _____

<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER
<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER
<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER

TOTAL RENTAL COST FOR ALL VEHICLES: _____

AUTHORIZATION

I attest that the requested vehicle will be used for official university business only. If the driver is a student, they are a registered employee on student payroll and will be paid for the time they are driving the vehicle. I further attest the driver of a car or minivan is at least 21 years of age and the driver of a 12-15 passenger (full-size) van is at least 25 years of age.

Requestor Signature: _____ Date: _____

Driver Signature (If different from Requestor): _____ Date: _____

Supervisor: _____ Date: _____

Next Level Authority (if applicable): _____ Date: _____

Vice President Approval (if \$2500 and up): _____ Date: _____

Director of Grants & Sponsored Projects: _____ Date: _____

Your reservation is not complete until this form AND the reservation form located at <https://elink.enterprise.com/en/23/06/kutztown.html> are completed and submitted.