

SOUTHERN UNIVERSITY A&M College

Automobile Rental Vehicle Form or State-Owned Vehicle Request

Your automobile rental request form must be attached to your TRAVEL DOCUMENTS.

Such approval may be given when it is shown that vehicle rental is the only or most economical means by which the purpose of the trip can be accomplished.

Requestor: _____ Date: _____

Department Name: _____

Travel Destination: _____

Duration of Automobile Rental: _____

Type of Renter: (check one) State Employee Other: _____

If you check other, please print and complete Hold Harmless Agreement and attach it to the Automobile Rental or State-Owned Vehicle Request Form, located on SUBR's travel website, https://www.subr.edu/page/subr-travel-policies-procedures prior to riding in or driving a state-owned vehicle or rental vehicle on behalf of the State of Louisiana /SUBR.

Will vehicle be used to transport up to six or more STATE EMPLOYEES Yes No (If No, list yourself only)

If yes, please list yourself and state employees passengers that will be riding in or driving a state-owned or rented vehicle on behalf of the State.

- 1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

Will vehicle be used to transport up to six or more NON-STATE EMPLOYEES Yes No (If No, list yourself only)

If Yes, please list yourself and all other non-state employee passengers and attach the Hold Harmless Agreement form for each passenger that will be riding in or driving a state-owned or rented vehicle on behalf of the State.

- 1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

Purpose: (Please attach additional pages if needed) _____

Justification for requesting Automobile Rental or using State-Owned Vehicle (Please attach additional pages if needed)

Estimated Cost of Automobile Rental: \$ _____

Note: Please review the Louisiana State Travel Guide for Renting Motor Vehicles, concerning In and Out-of-State Rentals. ORIGINAL GAS RECEIPT(S) MUST BE SUBMITTED FOR REIMBURSEMENT.

Budget/Finance Office Use:

Requestor Signature _____

Deans/Department Head/Directors/Supervisors _____

AVP/SR Administrative Operations Officer, SUBR

Chancellor, SUBR