Automobile Rental 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.

<table>
<thead>
<tr>
<th>Requestor: ___________________________</th>
<th>Date: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name: ______________________</td>
<td></td>
</tr>
<tr>
<td>Travel Designation: ____________________</td>
<td></td>
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<tr>
<td>Duration of Automobile Rental: _________</td>
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</tbody>
</table>

Type of Renter: (check one)  ☐State Employee  ☐Student  ☐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 SULC’s website, http://www.sulc.edu/page/sulc-policies (University Travel-Before You Go) prior to riding in or driving a state-owned or rental vehicle on behalf of the State of Louisiana /SULC.

### Will vehicle be used to transport up to six or more STATE EMPLOYEES

<table>
<thead>
<tr>
<th>Yes</th>
<th>No (If No, list yourself only)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No (If No, list yourself only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

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.

Requestor Signature ___________________________  VC for Finance and Administration, SULC

Department Head/Faculty Advisor, SULC ___________________________  Chancellor, SULC