

Request# _____
Trip Ticket# _____

VEHICLE RESERVATION FORM

ENTERPRISE RENTAL _____ SIUE RENTAL _____

Part I. (Contact/Driver Information)

DATE REQUESTED ____/____/____
REQUESTED BY _____
TELEPHONE # _____
EMAIL ADDRESS _____
DRIVER # 1 _____ DRIVER # 2 _____

A **DRIVER APPROVAL FORM MUST be completed, approved and on file prior to use of a University Vehicle.*

Part II. (Billing Information)

DEPARTMENT OR STUDENT ORGANIZATION _____
ACCOUNT NAME _____ ACCOUNT# _____
(BUDGET PURPOSE)
FUEL CARD NEEDED YES NO

Part III. (Vehicle Information)

VEHICLE TYPE _____ (CAR, MINIVAN, MINIBUS)
#PASSENGERS _____
TYPE OF PASSENGERS (CHECK BOX) FACULTY STAFF STUDENT WORKERS STUDENTS

Part IV. (Trip Information)

DESTINATION _____ APPROX. MILES _____
PICKUP DATE/TIME ____/____/____ ____:____ am pm
RETURN DATE/TIME ____/____/____ ____:____ am pm

Part V. (Insurance)

ENTERPRISE INSURANCE:
PERSONAL ACCIDENT INSURANCE (PAI) - (Covers everyone in vehicle) **\$3/DAY**
SUPPLEMENTAL (SLP) - (Covers any 3rd parties involved in an accident, personal or vehicle damage) **\$14.99/DAY**
COLLISION DAMAGE WAIVER - (Covers Enterprise vehicle) **\$12.50-CARS \$15.50 MINIVAN/SUV's PERDAY**
FULL COVERAGE - (Covers all of the above) **\$30.49/DAY**
SLP Coverage is **REQUIRED*
Faculty/Staff taking students on Field Trips, Recreational Trips, Campus Trips., and Etc. **MUST purchase PAI*