



Vehicle Rental Request Form

Required Information: -----

I request Delgado's Accounts Payable Office to reserve a vehicle rental on my behalf for authorized business travel and I provide the required information below. I understand that:

- I am responsible for filling vehicle's fuel tank to the level when vehicle was picked up, and I am eligible for fuel costs reimbursement.
- I must not return vehicle to the rental company to fill up the tank as fuel is then charged at higher rate.
- I must reimburse the College for any additional charges such as higher fuel rates than allowed, satellite radio, roadside assistance, etc.

Employee's Signature

Today's Date

Printed Name

Title Division/Dept

Home Phone* Daytime/Cell Phone

**Note: Enterprise bases employee accounts on home phone numbers.*

Delgado Email**

***You will receive an email confirmation from Enterprise when rental has been processed.*

Dates/Times Vehicle is Needed:

START Date/Time END Date/Time:

Address of Preferred Enterprise Location – Choose One:

- ☐ City Park: 4001 S. Carrollton Avenue; (504) 483-1779
- ☐ West Bank: 928½ West Bank Expressway; (504) 366-9400
- ☐ Charity: 1019 Baronne Street; (504) 593-9068
- ☐ Slidell: 56450 Frank J. Pichon Road; (985) 643-0102
- ☐ Covington: 2611 N. Highway 190; (985) 893-0462
- ☐ Other:

-If you would like to be picked up, call Enterprise to arrange after you have received reservation confirmation email.

Optional Information: -----

Providing the following information will expedite your request. If the information is not provided on this form, you must provide this information directly to Enterprise.

Driver's License # Exp. Date Date of Birth

Home Address

This form must be submitted to Accounts Payable at least two (2) work days prior to travel. Send as EMAIL attachment to rparis@dcc.edu, or FAX form to (504) 361-6728.