



AUGUSTA UNIVERSITY

The State Liability policy is only in effect while the employee is using the rented vehicle for official State business. For this reason, personal use of the vehicle, including allowing non-State employed friends or family members to ride in a State rented vehicle is prohibited. State Accounting Office Travel Guidelines, 2.2, Section Two: Ground Transportation and Car Rental.

REQUEST FOR RENTAL CAR	
NAME OF OPERATOR	EMPLID#
DEPARTMENT OR AGENCY	TELEPHONE #
NO OF PASSENGERS	EXCESSIVE PARCELS OR BAGGAGE [] YES [] NO
TYPE OF VEHICLE DESIRED	PRIMARY DESTINATION
DATE OF DEPARTURE	TIME OF PICK UP
APPROXIMATE TIME OF USAGE	CHARGE TO CHARTFIELD COMBINATION
REMARKS	
BUDGETARY APPROVAL SIGNATURE	

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