



ENTERPRISE RENT-A-CAR VEHICLE REQUEST FORM

Please submit to the SALP Office 1 week prior to the first day of travel. Out-of-state travel must be submitted 2 weeks prior to the first day of travel.

Index Code: SDO - Student Group:

Destination:

Vehicle Pick Up Date/Time: Vehicle Return Date/Time:

Do you need a gas card? YES NO (Student coordinator will pick up gas card from SMSU 119)

Itinerary: Please specify driving route, hotel, contact #s, etc. Mapquest directions are encouraged.

Three horizontal lines for itinerary details.

All reservations are made for the Enterprise located at 445 SW Pine, Portland, OR 97204 - (503) 275-5359

Table with 6 columns: Car Class, Seats, Daily Rate, Weekly Rate, Quantity (Days/Weeks), Total. Rows include Compact, Intermediate, Full Size, SUV, 12 Passenger Van, Cargo Van, Other, Out-of-State, and Grand Total.

* Denotes Hybrids available. Please specify if you would like a hybrid to the side of the total.

** Must have specific off-roading need to rent a SUV or off-road vehicle. Please attach specific requirements to this request.

Student Signature: Date:

SOC Signature: Date:

Advisor Signature: Date:



Authorized Drivers: Only students for whom a driving record has been approved and have completed the Student Activities & Leadership Programs Driver & Van Training program are allowed to drive. Any other person(s) found driving will severely affect the future driving privileges of the offending organization or person depending on the circumstance. Only in the case of an unexpected medical emergency involving the authorized driver shall an unauthorized driver be allowed to drive.
Driver's Initials 1) _____ 2) _____

I have read the Student Code of Conduct and the Portland State University's Dean of Student Vehicle Policy.
Driver's Initials 1) _____ 2) _____

I understand that my student account will be charged all replacement fees associated with the loss of the University's gas card. **Upon completion of travel I will return the gas card to the SALP office within 1 business day.**

Driver's Full Name1) _____ PSU ID# _____
Driver's Full Name2) _____ PSU ID# _____

Driver 1)		License # & State:	
Signature:		Expiration Date:	
Driver 2)		License # & State:	
Signature:		Expiration Date:	

Authorized Passengers: Only students, faculty, and staff who have a legitimate purpose will be allowed to travel in a state vehicle. Only persons 18 years of age and older will be allowed to travel, unless approval is obtained in advance from the appropriate SALP/CR staff member. Non-PSU students or members of the public are generally excluded from travel, although there may be cases in which it is appropriate to travel (e.g. if the person has a legitimate purpose in aiding a passenger or driver and prior authorization by SALP/CR professional is obtained.)

Passenger's Name	PSU ID Number	Phone Number
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		

Don't forget to have all passengers complete a Liability Waiver Form prior to travel!

Submit to your SALP Advisor at SMSU 119