

CAR RENTAL INSTRUCTIONS

1. An OTC employee requesting the use of a rental car must:
 - a. Complete the Professional Activity Car Rental Form below.
 - b. Have signature of approval from supervisor.
 - c. The approved form will be forwarded to the Administrative Assistant of the employee's department, who will arrange the rental reservation based on information provided on the form.
 - d. After the reservation has been made, the Administrative Assistant will forward the confirmation to the requesting employee.
 - e. Once the date of rental service has passed, Enterprise will email an invoice to the Administrative Assistant to pay through a Check Request.
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Professional Activity Car Rental Form Enterprise Car Rental

Name of Driver: _____ Date: _____

Department: _____ Driver's Cell Number: _____

Type of Activity: Conference Training Other (Specify): _____

Description of Activity: _____

Enterprise Location for Pick-Up: _____

Pick-Up Date & Time: _____

Enterprise Location for Drop-off: _____

Drop-Off Date & Time: _____

How Many Travelers: _____

Approval Signature

Supervisor: _____ Date: _____