

Request for Approval of Rental Vehicle

Please verify with the Central Office if district vehicles are available before renting

Employee Name (Driver): _____ Phone: _____

Passenger Name(s): _____
(5 maximum)

Purpose/Destination of Rental: _____

Enterprise Rent-a-Car
1435 Highway 105
Boone, NC 28607

Mon-Fri 7:30am – 6:00pm
Sat 9:00am – 5:00pm
Closed Sundays



Date and time of pickup: _____

Date and time of return: _____

Please check (✓) which vehicle is requested:

- | | | |
|-------|------------------|-----------------|
| _____ | Compact | \$38.19 per day |
| _____ | Intermediate | \$40.41 per day |
| _____ | Standard | \$42.07 per day |
| _____ | Full Size | \$43.73 per day |
| _____ | Minivan | \$54.83 per day |
| _____ | Intermediate SUV | \$63.71 per day |
| _____ | Standard SUV | \$63.71 per day |

This vehicle will be used strictly for school purposes. I agree to submit proper receipts for all expenses associated with the use of a rental vehicle for the above travel.

Signature of Employee: _____ Date: _____

This travel is approved as an appropriate use of school funds. I also confirm that this employee has met all requirements as stated in Board Policy 6315.

Approval Signature: _____ Date: _____

Please submit the completed approved form to Jennifer Carroll at the Central Office.
A reservation number or purchase order number may be forwarded to the employee.
Employees are NOT to reserve rental vehicles on their own.