

Rental Car Reservation Form - (TA_____)

ALL APPLICABLE FIELDS MUST BE COMPLETE

Please complete this form and send it to your department travel delegate. Once you have an approved Travel Authorization, you may contact Sunflower Travel at (316) 733-2753 to make your reservation.

***Please note: Authorization numbers are NOT transferable. If an authorization is created under your name, you are the ONLY one that can rent a car with that authorization number.*

PRIMARY DRIVER INFORMATION

Name: _____ MyWSU ID Number: _____

Status: _____ (State Employee)

Email address: _____

BILLING INFORMATION

Department: _____

Organization Number: _____ Fund Number: _____

TRIP INFORMATION:

Date Leaving: _____ Time Leaving: _____

Date Returning: _____ Time Returning: _____

Trip Destination: _____ Purpose of Trip: _____

Multi-Passenger Vehicle Reservation? **Y** **N** (select one)

A copy of the official rental car receipt must be submitted with the TR support documentation after the travel is completed.

Be Advised:

- Only WSU employees are allowed to rent and/or drive a car using the State Hertz Rental Car Agreement. Keep your receipts for fuel and claim the expenses on Travel Reimbursement (TR) report after the trip is completed.

Insurance Notices:

- Collision Damage Waiver Insurance coverage is included on Wichita State University bank card(s) at no additional cost for most vehicles. Do not purchase this as additional coverage.
- Personal accident insurance (PAI), personal effects insurance (PEI), and other supplemental liability insurance are considered personal expenses and are not reimbursable.
- Out-of-State rental, liability damage waiver and collision damage waiver insurance are reimbursable.
- Additional information on vehicle insurance can be found at: www.da.ks.gov/fm/cmp/information/transition/insurance