

Rental Car Request Form

Use this form to request a rental car for the purpose of travel for College related business. If you have five or more travelers, you may check for van and/or mini bus availability with Institutional Facilities. If you are traveling with students, make sure that the FIELD TRIP REQUEST form is filled out and submitted. This form may be filled out in addition to the TRAVEL REQUEST form.

To ensure reservation are made in time, please allow (5) business days for processing.

Travelers Name (First & Last)	
Colleague ID #	
Contact Number for use by Enterprise	
Departure Date & Time	
Return Date & Time	
Purpose of Travel	

Rental Vehicle Selection: (Check one box.)

Compact	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>
Standard	<input type="checkbox"/>	Full-Size	<input type="checkbox"/>
Small SUV	<input type="checkbox"/>	Standard SUV	<input type="checkbox"/>
Mini Van	<input type="checkbox"/>	15-Passenger Van*	<input type="checkbox"/>

*15-passenger vans are limited geographically, and require a minimum of 14 days, to request a reservation. In some cases, this vehicle type may be unavailable.

Pickup/Delivery Location: CHECK ONE

KCC Parking Lot (J-Lot)	<input type="checkbox"/>
Battle Creek Enterprise Office**	<input type="checkbox"/>
**When returning a vehicle to Enterprise, after hours, please use the drop box.	

Battle Creek Enterprise Hours:

Monday – Friday	8:00 AM - 6:00 PM
Saturday	9:00 AM - 12:00 PM
Sunday	CLOSED

Account Number	
Supervisor Approval	
Dean/VP Approval (If required)	

For Purchasing Office Use:

Reservation made by:		Date Made:	
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