

ENTERPRISE VEHICLE REQUEST APPLICATION INSTRUCTIONS AND GUIDELINES

VEHICLE PROGRAM GUIDELINES:

Student Activities offers Georgia State University chartered student organizations, who are in “good standing,” the ability to reserve various size vehicles from Enterprise Rent-A-Car. This program is designed to help organizations complete their respective missions such as service trips, long distance retreats, conferences and trainings.

The Student*University Center will cover vehicle rental fees for approved chartered student organizations up to **\$750 for the fiscal year beginning July 1 and ending June 30 of the following year**. Rented vehicles are designated only for official student organization business, if the Student*University Center becomes aware of an organization utilizing this program outside of approved travel; the organization may become liable for the cost.

Trip Coverage: Enterprise Rent-A-Car will cover any damages to their vehicle and Georgia State University will provide liability coverage for the trip. Enterprise or Georgia State University will not be responsible for any medical expenses in the event of an accident; personal medical insurance can be used in this case or purchased from Enterprise Rent-A-Car before departure.

Effective August 23, 2010: All student organizations wishing to travel must submit proof of travel or documentation for trip. Official documentation will be determined as a receipt from conference registration or an e-mail from a staff/faculty advisor approving travel. **Failure to submit this documentation will result in a vehicle request application being denied.**

Trips must exceed a radius of 30 miles outside the University for trips inside this radius the organization may elect to pay the cost of the rental and the Student*University Center will bill the organization.

Charges outside the cost of the Rental: The Student*University Center will not be responsible for charges that exceed the cost of the actual rental, such as fuel charges, toll charges or citations. These expenses are the sole responsibility of the student organization and an organization will not be reimbursed by the University for these Expenses.

Vehicle reservations must be cancelled at least three (3) business days in advance. Cancelling after this time period may result in loss of future vehicle privileges.

All changes must be approved by the Student Activities Administrative Coordinator by email airons@gsu.edu or phone 404-413-1580.
Note: Student Activities reserves the right to deny and / or cancel vehicle requests at anytime.

STEPS FOR REQUESTING VEHICLES:

- ONLY CHARTERED ORGANIZATION OFFICERS AND/OR AN ORGANIZATION ADVISOR MAY SUBMIT AN ENTERPRISE RENT-A-CAR VEHICLE REQUEST FORM.** Request for vehicles must be submitted five (5) business days prior to trip. Enterprise Rent-a-Car Vehicle Request forms can be picked up in suite 330 (Student Activities), located in the Student Center or downloaded from the Student Organization website; <http://secureapp.netclubmgr.com/ICS/CM/V@/Student/Index.aspx?uid=gastun>
- Applications must be brought into the Student Activities office; please remember to attach trip documentation **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
- Once vehicle request application is approved the student organization will receive an e-mail confirmation from either Student Activities Personnel or from Enterprise Rent-A-Car. *Please allow 2-3 business days for processing*
- Once approved the student organization is responsible for picking up the vehicle(s) from Enterprise Rent-a-Car, located at **303 COURTLAND ST N.E. ATLANTA, GA 30303.** You will need to take your state driver’s license (from any state) and your GSU Panther I.D. card. The rental agents will provide you with a receipt detailing your expenses which are to be kept for your records.
- Vehicles can be picked up and returned **Mon.-Thurs. (8 am – 6 pm), Fri., 8am-7pm, Sat. (8 am – 1 pm), Sun. (10 am – 1 pm)**, at the above referenced Enterprise Rent-A-Car Branch. Vehicles must be returned with equal to or greater than the amount of fuel when the vehicle was picked up. *(Times subject to change) If your organization is returning vehicles afterhours, please make sure that all vehicles are LOCKED before placing keys in Enterprise’s drop box.*

Vehicle Type	Vehicle Price per day	Weekend Estimate (3 days)
Compact	\$31.77	\$95.31
Intermediate	\$37.83	\$113.49
Standard	\$37.83	\$113.49
Full Size	\$40.86	\$122.58
Minivan	\$53.48	\$160.44
Standard SUV	\$54.49	\$163.47

If you have questions please contact the **Administrative Coordinator** by phone: 404-413-1582 or email: airons@gsu.edu.



STUDENT ORGANIZATIONS

ENTERPRISE RENTAL APPLICATION

REQUESTOR'S INFORMATION

Today's date:				
Name of Chartered Student Organization:			Drivers License #:	License state:
Requestor's Last Name:	First:	Middle:	Requestor's Panther I.D. #	
Requestor's phone #:	Street address:	City:	State:	ZIP Code:
Requestor's Email:		Officer Position:		
<i>(*For trips requiring more than one vehicle please list all additional driver information)</i>				
Additional Driver Last name:		First:	Middle:	Additional Driver(s) License #:
1.				1.
2.				2.
Advisor's Name:	Advisor's Email:		Advisor's Phone #:	

TRAVEL INFORMATION

(* Please note that trips must exceed a 30 mile radius from Georgia State University)

Name of Event Attending:				
Destination:		Street Address:		City:
				State:
				Zip:
Date Leaving:	Time Leaving:	Date Returning:	Time Returning:	
How many people will be traveling?		What type of vehicle?		
Indicate Purpose of Trip:	<input type="checkbox"/> [Service Trip]	<input type="checkbox"/> [Conference]	<input type="checkbox"/> [Training]	<input type="checkbox"/> [Organization Retreat]
<input type="checkbox"/> [Other]				
If other please describe the event and how it benefits the organization:				

I HAVE READ AND UNDERSTAND THE ABOVE GUIDELINES AND AGREE TO ABIDE BY THEM. I FURTHER UNDERSTAND THAT ANY VEHICLE MISUSE OR VIOLATION OF THESE GUIDELINES MAY RESULT IN LOSS OF PRIVILEGES AND/OR MORE SEVERE PENALTIES AS PUNISHABLE BY GEORGIA LAW. I FURTHER UNDERSTAND THAT FAILURE TO COMPLY MAY RESULT IN MONETARY LIABILITY ON BEHALF OF MYSELF AS THE REQUESTOR.

ADVISOR'S NAME:	REQUESTOR'S NAME:
ADVISOR'S SIGNATURE:	REQUESTOR'S SIGNATURE

***PLEASE REMEMBER TO SUBMIT TRAVEL DOCUMENTATION, I.E. (E-MAIL FROM ADVISOR, CONFERENCE RECEIPT OR AGENDA)**

FOR OFFICE USE ONLY

Enterprise Confirmation Received:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date Confirmation Received:	
Enterprise Confirmation Number (s):	Invoice Number (s):	Date Recorded in EMS:		
1.	1.	Date RFE Completed and Submitted:		
2.	2.	ORGANIZATION BALANCE REMAINING:		
3.	3.	ORGANIZATION SPEEDTYPE (if applicable)		

STUDENT ORGANIZATIONS