
ENTERPRISE RENTAL REQUEST FORM

Requested by (name): _____

Requested by (email): _____

Driver name:

Is driver 21 or older? Yes No

Is the driver a Chico State or CSE employee? Yes No

*If yes to both questions, proceed to reservation details below. If no to either, contact csevehiclereq@csuchico.edu.

Pick-up date:	
Pick-up time:	
Pick-up location:	
Drop-off date:	
Drop-off time:	
Drop-off location:	
Expense to project #:	

Note: CSE AP will automatically reserve an intermediate vehicle (i.e., Toyota Corolla or similar). Please specify/justify if a different size vehicle is needed:

Will the trip be overnight? Yes No

- Note: If yes, a Travel Approval &/or Advance Request form is required for all travelers: https://www.csuchico.edu/cse/assets/documents/bas/travel_approval_advance_request.pdf

Will students be traveling? Yes No

*If yes, student waivers will be required. Student waivers are required unless campus Risk Management (RM) directs otherwise. Keep a copy of email correspondence with RM or copies of waivers as supporting documentation for the related bill. CSE AP will request copies.