

Rental Vehicle Request Form

Renting Department Information

Requesting Department: _____ Campus ext: _____

Department Account Number: _____

Primary Approved Driver Information

Name: _____ CSU ID: _____

Phone Number: _____ Email: _____

CSU Classification (select one): Student Faculty/Staff Affiliate

Driver License Number: _____ Expiration Date: _____

Secondary Approved Driver Information

(Secondary drivers are required for trips totaling 6 or more hours of driving per day).

Name: _____ CSU ID: _____

Phone Number: _____ Email: _____

CSU Classification (select one): Student Faculty/Staff Affiliate

Driver License Number: _____ Expiration Date: _____

Trip Information

Rental Start Date: _____ Time: _____ AM PM

Rental Return Date: _____ Time: _____ AM PM

Destination: _____ Purpose of Trip: _____ Estimated Mileage: _____

Check if this is a Long-Term Rental | Duration: _____ Months _____ Weeks _____ Days

**Monthly / Weekly / Daily Rates: Passenger Van: \$2600 / \$650 / \$130 | Ford Explorer: \$1800 / \$450 / \$90*

Check if this is a short-term rental (*for trips up to 3-hours*) | Estimated Duration: _____ Hours

**Hourly Rates: Passenger Van: 1-hour \$40 / each additional hour/partial hour \$30 | Ford Explorer: 1-hour \$30 / each additional hour \$20*

Check if you plan to need any of the following:

(These preferences are for planning purposes only, and can always be updated at a later time).

Gas card for easy refueling EZ-Pass for Tolls Overnight CSU parking for driver or passengers

* Requests submitted without an account number will not be processed.

Completed forms must be submitted to transportation@csuohio.edu at least 48-business hours prior to the rental start date. Prospective renters will be notified of approval or denial of their request via email. Approved requests require signed service guidelines prior to the issuance of a PTS rental vehicle. First time renters must contact PTS at least 2 weeks prior to the scheduled trip to begin the driver approval process including a MVR check for driving records.