

RENTAL CAR REQUEST FORM

Printed Name: _____ Rank: _____
(Last, First)

Tour Start Date: _____ Tour End Date: _____

Type of Tour: (ADOS, School, AT, Routine TDY, etc.) _____

Do you reside within commuting distance of your duty station? _____

***Members residing within 400 miles of their duty station may not be eligible for a rental car*

Justification for Rental car:

***Please annotate in the box below*

Please mark *yes* or *no* to the following questions:

	Yes	No
Is gov't transportation available from the airport:	<input type="checkbox"/>	<input type="checkbox"/>
Will on-base lodging be available:	<input type="checkbox"/>	<input type="checkbox"/>
Is a base taxi/shuttle available:	<input type="checkbox"/>	<input type="checkbox"/>
Is a U-drive base vehicle available:	<input type="checkbox"/>	<input type="checkbox"/>

Estimated cost of Rental Car: ***Compact*

Daily: \$ _____ or Weekly: \$ _____

Total: \$ _____

"I have performed a thorough cost analysis of available public trans, taxi/shuttle services and conclude a rental vehicle is more cost effective."

Please acknowledge the statement above with your signature:

(Member signature)

Additional Comments/Concerns:

Request should be sent to your detachment orders writers to be routed for approval