

**TEXAS A&M UNIVERSITY - KINGSVILLE  
RENTAL CAR REQUEST FORM**

**GENERAL INFORMATION**

In- State

Out of State

**EMPLOYEE NAME:** \_\_\_\_\_

**Name of Department:**  **Department Charge Acct. Number(s):**

**P-Card Number:**

**Date of Departure:**  **Time:**

**Date of Return:**  **Time:**

**Destination(s) (in order of travel):**

**ADDITIONAL INFORMATION**

**Purpose of Trip:**

**Accompanied By:**

**If This Trip Includes Personal Time (vacation, sick leave) Provide Dates:**