

Rental Car Reservation Procedures

Rental cars fees are placed on the ATU travel card.

Approval must be obtained from the Travel Administrator prior to reserving a rental car. Please email the following information to travel@atu.edu to initiate the approval process.

To allow for efficient processing of your request the subject of email should include: **Name of traveler, date of travel, and the words "Car Rental Request"**

1. **When: Dates of pickup time and drop off time**
2. **Who: Name of Driver**
3. **Where: Location of travel (city, state)**
4. **Why: Reason for travel**
5. **Contact number of driver**
6. **Type of vehicle needed: Car, Van, or SUV.**

Every effort is made to handle approval requests in a timely manner.

Once approval is received, please make a requisition to US Bank (T01000251) for the car rental amount.

Instructions on requisition entry can be found [here](#).