

Rental Car Request Form

Renter Information:	
Name:	Email:
Headquarters Address:	Phone:
City/State/Zip:	
Business Purpose: Please provide brief description of your reason for travel.	
Rental Information:	
Rental Company:	
Pick-Up Location:	Pick-Up Date:
Return Location:	Return Date:
Vehicle Class/Type:	Rental Quote:
Additional Information:	
Will this be the primary method of transportation to and from your headquarters location and the meeting location?	
Yes	No
Will multiple meeting attendees be traveling with you?	
Yes	No
Do you own a reliable personal vehicle?	
Yes	No
I Certify That:	
1. I have considered other methods of travel and a rental car is the most cost effective.	
2. This request is correct to the best of my knowledge.	
Signature:	Date:

This request must be e-signed or signed and scanned and sent to patrick.passmore@txcourts.gov no later than five days prior to rental pick-up date. If the request is not received **rental cost will not be reimbursed.**

For Commission Use Only:	
Commission Approval:	Date: