

BUSINESS TRAVEL AUTHORIZATION FORM

Any information to be sent with check must be copied and attached to the back of the form.

Date:	7/30/2018		Destination:	San Diego CA	
Name:	Folashade Alao		Department:	CLC	
Purpose:	Attend Leadership Program				
Travel Date:	8/6/2018	Time:		To:	8/7/2018
					Time:

Mode of Travel	Action Required:	NO	Purchase Ticket Date:		Booked By:	employee
Airline Ticket	NO	(ticket purchase by:)	<input type="checkbox"/> ARC <input type="checkbox"/> Employee		Estimated Amount:	
Rental Car	YES	Rental Company Name:	Enterprise		Estimated Amount:	\$35.44
Personal Car	NO	Est. one way mileage:			Estimated Amount:	
		(not to exceed 350 miles one way)				
Agency Car	NO	Est. one way mileage:			Estimated Amount:	
		(not to exceed 350 miles one way)				

Travel Advance	NO	Payment Required By:		Amount:	
Issue Date:		Paid By:		Recovery date:	

(All travel advances will be **SUBTRACTED** from Travel Recipient's pay check two pay periods after being issued.)

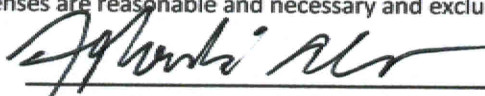
Registration	Action Required:	NO	Payment Required By:		VO#	
Pay To:			Paid By:	<input type="checkbox"/> ARC <input type="checkbox"/> Employee	Amount:	
Address:						
City:			State:		Zip:	

Lodging	Action Required:	NO	Payment Required By:		VO#	
Pay To:			Down Pmt Req.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Amount:	
Address:						
City:			State:		Zip:	

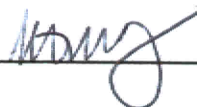
Cost Components:			
Cost Components	Cost Center	Account Number	Cost Estimate
Meals	802EOL	6-04-020-01	\$88.50
Lodging		6-04-020-01	
Transportation	802EOL	6-04-020-01	\$35.44
Registration - Conference or Training			
Other - Specify	Misc	802EOL	1-04-010-01
			\$50.00
Estimate of Total Expenses:			\$173.94

Certification/Authorization:

I hereby certify that the above travel expenses are reasonable and necessary and exclude any expenses of a personal nature.

Signature:  Date: 8/1/18

Approval:

Division:  Department: _____ Agency Director: _____

Date: _____ Date: _____ Date: _____

General Instructions on next page



Folashade Alao

*****1536

f*****o@atlantaregional.org
Renter Age: 25 and Up

GA-ATLANTA REGIONAL COMM

Confirmation Number:

2024863559

Compact
Car Class:

Nissan Versa Note or similar

Rental Dates:

Start: **Saturday, Aug 4, 2018 @ 9:00 am**

End: **Sunday, Aug 5, 2018 @ 9:00 am**

Pick Up Location:

EAST PONCE
2906 E PONCE DE LEON AVE
DECATUR, GA 30030-2216

Tel.: (404) 292-1774

Our Pick-Up Policy:

Need a ride from your place to our place? We'll
Pick You Up.™

Office Hours for the week of July 30, 2018

Monday 7:30 am - 6:00 pm
Tuesday 7:30 am - 6:00 pm
Wednesday 7:30 am - 6:00 pm
Thursday 7:30 am - 6:00 pm
Friday 7:30 am - 6:00 pm
Saturday 9:00 am - 1:00 pm
Sunday 9:00 am - 2:00 pm

Return Location:

DOWNTOWN SAVANNAH
500 MONTGOMERY ST
SAVANNAH, GA 31401-4819

Tel.: (912) 238-2555

Office Hours for the week of July 30, 2018

Monday 8:00 am - 6:00 pm
Tuesday 8:00 am - 6:00 pm
Wednesday 8:00 am - 6:00 pm
Thursday 8:00 am - 6:00 pm
Friday 8:00 am - 6:00 pm
Saturday 9:00 am - Noon
Sunday Closed

Total Cost Estimate :

For a(n) **Compact**
rental (**Nissan Versa Note or similar**).

1 Day @	\$ 30.93 USD	\$ 30.93 USD
Drop Charge		\$ 0.00 USD
COLLISION DAMAGE WAIVER FULL		Included
ROADSIDE ASSISTANCE PROTECTION		Included
RENTAL EXCISE TAX		\$ 0.96 USD
VLF REC		\$ 0.99 USD
SALES TAX		\$ 2.56 USD
* Total Charges		\$ 35.44 USD

Additional surcharges, local taxes, etc. may apply.

This vehicle comes with unlimited mileage.

Additional drivers must meet same rental qualifications as the renter, except spouse or domestic partner. Additional drivers must appear at the rental counter with the primary renter. There will be an additional charge of \$10 per day for each additional authorized driver other than a spouse or domestic partner, unless other contractual conditions apply. There is a limit of one additional driver per rental contract. Additional drivers must be 21 or older.

Vehicles rented in the US can be driven throughout the US and Canada. Most locations do not allow travel into Mexico. If you wish to travel into Mexico, you will be required to purchase additional insurance to cover the vehicle while in Mexico. Please contact the branch directly to determine limitations and availability.

As a customer, you have a choice as to how you would like to pay for fuel. Option 1- Prepay Fuel This option allows the renter to pay for the tank of gas at the time of rental and return the tank empty. No refunds will be issued for unused gas. Option 2 - We Refill This option allows the renter to pay Enterprise at the end of the rental for gas used but not replaced. Price per gallon will be higher than local fuel prices. Option 3- You Refill This option allows the renter to return the vehicle with the same amount of gas as received to avoid extra fuel charges.

The following forms of payment are accepted at the end of the rental. VISA® MasterCard® American Express® Discover Network® Debit Card Travelers Check Prepaid Gift Card Money Order Please read the Renter Requirements Policy for details pertaining to deposits and general rental requirements at this location. Additional authorizations from your account will be obtained to cover the cost of the rental charges. Enterprise is not responsible for any overdraft fees incurred.

Our TollPass Program is our electronic toll collection program which allows our renters to drive through electronic toll lanes and pay tolls electronically,

without having to stop and pay cash. In addition, many toll plazas have converted to all electronic tolling and removed the option for travelers to stop and pay cash at toll plazas. The TollPass Program is offered in different ways, depending on where you rent. Visit the websites below for more information. • Northeast US including regions in the Midwest: <https://www.enterprise.com/en/help/faqs/car-rental-toll-pass/northeast-united-states.html> • Massachusetts: <https://www.enterprise.com/en/help/faqs/car-rental-toll-pass/massachusetts.html> • Chicago Metropolitan Area: <https://www.enterprise.com/en/help/faqs/car-rental-toll-pass/chicago.html> • Golden Gate Bridge and Northern California Bay Area: <https://www.enterprise.com/en/help/faqs/car-rental-toll-pass/northern-california.html> • Southern California: <https://www.enterprise.com/en/help/faqs/car-rental-toll-pass/southern-california.html> • CO, FL, TX, NC, GA, WA, PR, and Ontario Canada: <https://www.enterprise.com/en/help/faqs/car-rental-toll-pass/colorado-florida-texas-north-carolina-georgia-washington-state-puerto-rico-and-ontario-canada.html> • Louisville KY: <https://www.enterprise.com/en/help/faqs/car-rental-toll-pass/louisville.html> • Utah: <https://www.enterprise.com/en/help/faqs/car-rental-toll-pass/utah.html> To view our entire coverage map, go to <https://www.enterprise.com/en/help/faqs/car-rental-toll-pass.html> and click on Coverage Map. TollPass products not available at all locations or at locations operated by a Licensee. Please refer to your rental locations policies and/or offerings for toll products to determine availability of TollPass programs.

Visit us at [enterprise.com](https://www.enterprise.com), or call 1-800-261-7331.