

**Louisiana Tech University  
Enterprise Car Rentals  
Vehicle Rental Size Exemption Form**

**Traveler Name** \_\_\_\_\_

**Invoice Number** \_\_\_\_\_

**Vehicle Size** \_\_\_\_\_

**Card Type**                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
**University CBA**                      **Athletic CBA**                      **Travel Card**

**Reason for Exemption (select one):**  
**More than two travelers in vehicle**  
**(Documentation is Travel Authorization)**                      \_\_\_\_\_

**Non-availability of Compact or Intermediate Model**  
**(Documentation Required from Enterprise)**                      \_\_\_\_\_

**Other**  
**(Documentation Required)**                      \_\_\_\_\_

**Reviewer Signature** \_\_\_\_\_

**Approved** \_\_\_\_\_

**Denied** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If Exemption is Denied:**

**Date of Traveler Notification** \_\_\_\_\_  
**(E-mail attached)**

**Date of Repayment** \_\_\_\_\_  
**(Receipt attached)**

**Second-level Reviewer** \_\_\_\_\_

**Second-level review is not required if size of vehicle is justified by the number of travelers, by non-availability, or by pre-approval by Comptroller's Office (approval must be attached).**