

Student Organization Vehicle Rentals

Itemization of Charges

Organization Name: _____

Rental Dates: _____

Destination: _____

Large Capacity Vehicle: $\frac{\$60.00}{\text{(Cost per day)}} \times \frac{\text{_____}}{\text{(no. of days)}} \times \frac{\text{_____}}{\text{(no. of vehicles)}} = \$ \underline{\hspace{2cm}}$

8 Passenger Van: $\frac{\$40.00}{\text{(Cost per day)}} \times \frac{\text{_____}}{\text{(no. of days)}} \times \frac{\text{_____}}{\text{(no. of vans)}} = \$ \underline{\hspace{2cm}}$

Car Rental: $\frac{\$30.00}{\text{(Cost per day)}} \times \frac{\text{_____}}{\text{(no. of days)}} \times \frac{\text{_____}}{\text{(no. of vans)}} = \$ \underline{\hspace{2cm}}$

Drivers Checks: $\frac{\$8.75}{\text{(per person*)}} \times \frac{\text{_____}}{\text{(no. of people)}} = \$ \underline{\hspace{2cm}}$

(*This fee could be higher depending on the State the Drivers License was issued)

On-Line Training: $\frac{\$10.00}{\text{(per person)}} \times \frac{\text{_____}}{\text{(no. of people)}} = \$ \underline{\hspace{2cm}}$

Insurance Deposit: $\frac{\$1,000.00}{\text{(per vehicle)}} \times \frac{\text{_____}}{\text{(# of vans)}} = \$ \underline{\hspace{2cm}}$

Estimate Fuel Costs: $\frac{\text{_____}}{\text{(per vehicle)}} \times \frac{\text{_____}}{\text{(# of vans)}} \times \frac{\text{_____}}{\text{(per day)}} = \$ \underline{\hspace{2cm}}$
 \$20.00 in town
 \$40.00 out of town

GRAND TOTAL DUE:	\$
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****NOTE****

Please be aware that this is an **ESTIMATE** of current charges.

When you use the State Fuel Cards (that will be issued to you from Fleet Leasing), you will have additional expenses. These changes will take approximately 2-3 months to invoice.