

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

**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**

<b>GRAND TOTAL DUE:</b>	<b>\$</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>
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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.