

Enterprise Direct Bill Request

Complete and return to AFSBusiness@uky.edu.				Date completed:	
Name of group or activity					
Contact (name, UK email, phone)					
Describe business purpose of travel below.				Account to be charged?	
Where are you going? List city and state.					
Where would you like to pick up the vehicle?					
Will you return it to the same location?				Yes	No If No, provide location
Date you need to pick it up?				What time?	
Date it will be returned to Enterprise?				What time?	
Class of vehicle? Vehicle preference? We must select the most economical unless specific reasons exist.					
Class			Vehicle preference?		
List any potential drivers and whether they have an MVR on file.					
Drivers and contact cell phone numbers				UK MVR* completed in the past 5 years?	
				Yes	No
				Yes	No
Number of passengers?		Potential passengers and affiliation (UK employee, UK guest, etc.)?			
Name			Affiliation		

* Per University Financial Services Business Procedures Manual Section E-5-1 (dtd January 5, 2021), Motor Vehicle Record (MVR) Release and Information forms are used by the University's Risk Management Department to obtain information about the driver to verify driving records of employees traveling on behalf of the institution. This form must be on file with the University's Risk Management Department before driving a motor vehicle (personal, rental or motor pool) on University Business.