

External Vehicle Hire Authorisation Form (within Australia)

Important Information – Please note:

The use of an external hire vehicle is for university business use only.

Before using a hire vehicle the driver should refer to the Motor Vehicle Policy and the Financial Management Practice manual – Use of University Motor Vehicles for further information in relation to the use of a hire vehicle whilst on university business. The driver also accepts all responsibility and agrees to comply with the terms and conditions imposed by the hire company in relation to the use of a hire vehicle.

A Standard Insurance Excess of \$500.00 + GST applies to all hires with AVIS and the Insurance Excess Waiver is NOT to be requested. Budget Rent A Car does offer an Insurance Excess Reduction for an additional daily fee. All Tolls fees are incorporated into the hire by the provider and will be charged back upon receipt of the invoice. When a vehicle is collected from an airport a Premium Location Surcharge will apply and is charged on daily basis. If the hire vehicle is not returned with a full tank of fuel a refuelling surcharge will apply.

For Budget Rental Vehicles request for delivery to the Gold Coast or Logan campuses please fax this form to the following offices:
PFS Gold Coast campus (Gold Coast Mailroom) Fax: 555 28900 or Tel: 555 28286
PFS Logan campus (Logan Cashier) Fax: 338 21002 or Tel: 338 21251

For all other campuses or national vehicle hire requests please fax this form to PFS Logistics (Transport) Fax: 373 57927 or Tel: 373 55509

REQUESTER NAME: _____

Extension No: _____ **Fax:** _____

Email: _____

DRIVER DETAILS

Drivers Name: _____

Type of vehicle: _____

COLLECTION DETAILS

Collection Date: _____

Collection Location: _____

Collection Time: _____

Arrival Flight Details: _____

RETURN DETAILS

Return Date: _____

Return Location: _____

Return Time: _____

AUTHORISATION (To be completed by an authorised officer)

Project Details (Speedtype and Class): _____

Signature: _____

(Authorising officer must have official financial delegation)

Position: _____

HIRE CONFIRMATION DETAILS

Rental Agency: **AVIS - BUDGET**

Reservation number: _____

Total Hire Cost (GST inclusive): _____