

## CVA Rental Request

Last Name:	First Name:
Phone number:	Email:
Employee job title:	
Date requested:	Date of return:
Reason for rental:	
Destination:	Location pick-up/drop off:

The Sask DLC aims to facilitate its employees' access to rental vehicles for official purposes only. Personal use is strictly prohibited.

The Supervisor of Accommodations determines the type of vehicle assigned to employees. This decision is based on factors such as availability, the purpose of the trip, and the number of passengers.

Sask DLC employees must adhere to all traffic laws, regulations, and safety measures while using rented vehicles.

Sask DLC employees are responsible for ensuring the cleanliness and maintenance of the rented vehicle during the usage period.

Any damages or issues that arise while using the vehicle should be reported promptly to the Sask DLC Supervisor of Accommodations or their designate.

The duration of vehicle usage should be accurately specified when submitting a formal rental request.

The Sask DLC will reimburse fuel expenses incurred while using rented vehicles based on the Government of Saskatchewan's approved rates. Sask DLC employees must submit accurate records of fuel expenses and any other authorized expenditures. When the rental period is over, the Sask DLC employee must bring the rental vehicle back to the drop-off location with at least three-fourths of the gas tank full and all receipts for gas.

Sask DLC employees must ensure they return rental vehicles by the agreed-upon date and time. If there are any delays in returning the vehicle, it is necessary to report the delays to the Supervisor of Accommodations.

A copy of your driver's license is required and you can email a copy to [Rhiannon.reddekopp@saskdlc.ca](mailto:Rhiannon.reddekopp@saskdlc.ca)

**You will receive an email when your request is processed.**