



LOGISTICS READINESS CENTER – MIAMI  
 TRANSPORTATION  
 SERVICES BUILDING  
 9301 NW 33<sup>rd</sup> ST Office A1031  
 DORAL, FL 33172



**Rental Car Request Form**  
**(Distinguished Visits Only)**

Request Date: \_\_\_\_\_

**\*\*\* Please include a copy of the proposed itinerary and mission concept. Please notify the Motor Transport Fleet Manager at X2991 or the GSA Dispatch Desk at X1713 of changes and or cancellations of mission concept.\*\*\***

Type and number of rental(s) required: \_\_\_\_\_  
 (SUV/Sedan (*class 4*))

Date/Time of scheduled visit/event: \_\_\_\_\_

Date/Time rental(s) required at SOUTHCOM: \_\_\_\_\_

Date/Time rental(s) to be returned to SOUTHCOM: \_\_\_\_\_

Escort/Action Officer name: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Distinguished Visitor information: \_\_\_\_\_  
 (**Title, Rank, Last Name, First Name**)

Office/Room phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of conference or activity: \_\_\_\_\_

Size of party: (both official/unofficial): \_\_\_\_\_

Print Name/Signature of requestor: \_\_\_\_\_

**\*\*\*\*\*TRANSPORTATION OFFICE USE ONLY\*\*\*\*\***

Reservation confirmation number: \_\_\_\_\_ Name of Requestor: \_\_\_\_\_

Rental establishment point of contact: \_\_\_\_\_  
 (Name/Phone Number)

Date/Time rental(s) must be delivered to SOUTHCOM: \_\_\_\_\_

Date/Time rental(s) to be returned to rental establishment: \_\_\_\_\_