

# VEHICLE REQUEST FORM

Trip 1 Date(s) of Use: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_  
 Driver Name: \_\_\_\_\_ Destination: \_\_\_\_\_

Trip 2 Date(s) of Use: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_  
 Driver Name: \_\_\_\_\_ Destination: \_\_\_\_\_

Use of college vehicles will result in a mileage charge to the below department. These charges are established by Business Services and are listed below. The President or designee must approve all mileage waivers. Once this form is processed, a Trip Ticket with keys and gas card (college dept. use only) will be available at the Business Office front desk one day prior to use.

Vehicle	Cost	Capacity (Includes Driver)
Honda Odyssey minivan	.575/mile-\$10 Min.	7 Passenger ____
Toyota Sienna minivan	.575/mile-\$10 Min.	7 Passenger ____
Toyota RAV4	.575/mile-\$10 Min.	5 Passenger ____
Activity Bus #994	.82/mile-\$10 Min.	14 Passenger ____
Activity Bus #995	.82/mile-\$10 Min.	14 Passenger ____

**UPON RETURNING:** Please be sure gas tank is full, litter is picked up, and vehicle is locked.  
 Return keys, credit cards, receipts and trip tickets to the Business Office.

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BUDGET AUTHORITY: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPT. & COURSE #: \_\_\_\_\_ DATE: \_\_\_\_\_

GL ACCOUNT#: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:** Although vehicles are reserved and scheduled on a first-come, first-served basis, the College reserves the right to cancel a reservation if it is deemed necessary.

**IMPORTANT:** If you are a new driver or you are going to use a new driver, submit a photocopy of their current drivers' license at least two days in advance.

**I AGREE THAT ONLY THE LISTED DRIVER WILL OPERATE THIS REQUESTED VEHICLE.**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**DATE**