

Date of Request: ____/____/____

Employee phone number/extension: _____

I, _____, request to use a college vehicle to transport _____ passengers to _____, _____ for the purpose of _____.
(City) (State)

Date and time of departure: ____/____/____ ____ O A.M. O P.M.

Date and time of return : ____/____/____ ____ O A.M. O P.M.

Driver's Name: _____

Vehicle requested: Car 7 Passenger Van 15 Passenger Van Bus (Bus driver additional cost)

Account#

Supervisor Signature

I agree that I will:

1. Permit no one other than a college approved driver to drive the college vehicle.
2. Properly record all expenses relating to the vehicle usage with the Business Office.
3. Report any physical or mechanical problems, lock the vehicle, and properly return the key to the Security Office immediately upon returning to campus.

Fuel Remaining: F 3/4 1/2 1/4 E

Problems with the college vehicle: _____

Odometer reading out: _____ Return: _____

Does vehicle need cleaning? Yes No

Office Use Only:

Approved Vehicle approved: _____

Not Approved Reason denied: _____

Total Mileage _____ at _____ cents per mile: _____ Total