

VEHICLE REQUEST

Requestor _____ Date _____

Account # to be charged to _____ Destination _____

Date of travel _____ Time out _____ Time in _____

Reason for trip _____

Type of vehicle requested _____ car _____ van Number of passengers _____

Note: Trip must be approved in advance by immediate supervisor. Vehicles assigned _____

Supervisor _____ Date _____

Notes: Vehicle requests should be made a week to ten days in advance of trip date.

Assignment priority will be based on length of travel and date of request.

Vehicles are not to be used for personal travel.

Department budgets will be charged for travel.

Original: Requestor

Second: Transportation Office

Third: Supervisor

Does not apply to instructional assignments.