



C O L L E G E

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## Transportation Services Request Form

Pick-up Date/Time: \_\_\_\_\_ @ \_\_\_\_\_ AM/PM Point of Departure: \_\_\_\_\_

Destination Information: \_\_\_\_\_ @ \_\_\_\_\_ AM/PM Point of Return: \_\_\_\_\_

Return Date/Time: \_\_\_\_\_ @ \_\_\_\_\_ AM/PM

Name/Address: \_\_\_\_\_

Number in Group: \_\_\_\_\_ Number of days vehicle requested: \_\_\_\_\_

Activity: \_\_\_\_\_ Total Miles: \_\_\_\_\_

Department: \_\_\_\_\_

Fund Source/Budget Number: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

- Requests received less than 10 business days in advance, may not be able to be filled.
- In order to allow the driver to complete the required vehicle inspections, an additional hour (1/2 before and after) will be charged for all charter trips.
- College vehicles and drivers are available for charter trips during non-academic seasons, weekends, and holidays.
- Remember to include the proper fund source (operating budget code).
- Return completed form to Security for processing.
- For further assistance, contact Joe Zerhusen at x2239

### College Transportation Services Office Use Only

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Vehicle: \_\_\_\_\_ Driver(s): \_\_\_\_\_

Reservation #: \_\_\_\_\_

