

Request for University or Rental Vehicle

Complete this form, sign a Vehicle Driver Authorization Form and return to the University Activities Office, Student Center, L104, at least two (2) weeks prior to the travel date. Out-of-state travel approval requires a minimum of four (4) weeks.

Organization: _____ Today's Date: _____

Contact Name: _____ Phone: _____ Email: _____

Date(s) of trip: _____ Account to be charged: 128 Private Acct.

LEAVE - Date: _____ Time: _____

RETURN - Date: _____ Time: _____

Destination: _____

Purpose of Trip: (*attach copy of backup information regarding trip*) _____

List everyone who will be attending:

Complete driver authorization forms, obtain appropriate signatures and return to University Activities, Student Center, L104, before your request will be processed.

Driver Name: _____ Contact # _____

Driver Name: _____ Contact # _____

Type of Vehicle(s) requested _____ Quantity _____

Approval / President: _____ Date: _____

I will be traveling with the group. I will NOT be traveling with the group.

Approval / Advisor: _____ Date: _____

I will be traveling with the group. I will NOT be traveling with the group.

The University Activities Office staff will review the request to insure that it is an appropriate use of a University State Vehicle (that the trip is in line with the mission of the institution and student organization and is educational in nature) and that the student organization has funding allocated for the trip, and will attempt to reserve a vehicle. The student organization will be notified via e-mail regarding the request status. The student organization/club must have an authorized driver and signed permission forms before the trip can be approved and processed.