

Request for University or Rental Vehicle

Complete this form and sign a vehicle driver authorization form and return to the Student Activities Office Molinaro D133, at least two weeks prior to the travel date.

Organization: _____ Today's Date: _____

Contact Name: _____ Phone #: ____ - ____ - ____ E-mail: _____

Date(s) of trip: _____ Account to be charged: 128 or private
(Circle one)

Leave Date & Time: _____ Return Date & Time: _____

Destination and Purpose of Trip: (attach copy of backup information regarding trip)

List everyone who will be attending: _____

Need to complete driver authorization forms, have appropriate signatures and return to Student Activities before your request will be processed.

Driver Name: _____ Contact #: _____

Driver Name: _____ Contact #: _____

Type of Vehicle(s) requested & quantity: _____

President Approval: _____ Date: _____ I will / not be traveling with group (indicate one)

Advisor Approval: _____ Date: _____ I will / not be traveling with group (indicate one)

The Student 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 the club mailbox or 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.

F:\usr\union\activities/forms (vehicle request form.doc) 7/20/07