

**Part 1. General Information**

Name of Traveler: \_\_\_\_\_ Department: \_\_\_\_\_ Campus: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Destination: \_\_\_\_\_

Scheduled Departure Date		Hour	
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Scheduled Return Date		Hour	
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 Check if Multiple Passengers    
 Check if out of state    
 Check if transporting students    
**Check if students are minors** 

Type of Vehicle Needed: \_\_\_\_\_ Click for: College Vehicle    Rental    Tour Bus

**Part 2. For Use in conjunction with airline travel only**

Airport Name	
Flight Number & Airline	
Arrival Date & Time	
Departure Date & Time	

**Part 3. Financial Approval and Authorization**

Trip Encumbrance Number: \_\_\_\_\_

Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_

Administrative Signature (if required) \_\_\_\_\_

**For Transportation use only**

Vehicle Number: \_\_\_\_\_ Valid License of file? Yes    No    License number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Gasoline credit card # \_\_\_\_\_ Rental Agency: \_\_\_\_\_ Confirmation Number: \_\_\_\_\_

<b>Ending ODO</b>		<b>Vehicle Usage</b>	
<b>Beginning ODO</b>		<b>Delivery Fee</b>	
<b>Total Miles</b>		<b>Admin fee</b>	
<b>Multiplier</b>		<b>Fuel Cost</b>	
<b>Mileage Cost</b>		<b>Total Charge</b>	

**PLEASE READ**

In the event of a mechanical break down, call the Transportation Office (520)-206-2734 during normal work hours. After hours and on weekends, contact the College DPS (520)-206-2700.

**If using a rental vehicle, call the emergency road service number listed on the contract.**
**PLEASE REFUEL VEHICLE BEFORE RETURNING**