

This form is to be used for reserving university vans. Requests from student clubs and organizations must be made through the Student Affairs Office. If the request is for a **nonacademic** trip, vans will be issued if available. Requests cannot be made more than 30 days in advance of the departure date. All vehicles must be clean and fully fueled upon return. The requesting department will be charged for all fuel and necessary cleaning fees. Keys and paperwork are to be returned to Facilities Operations in Building 540MIL. If after hours, please drop keys off in dropbox. Please call 321-674-8796 with any questions.

GENERAL INFORMATION

This information will be used as the point of contact for all approvals and denials of the vans.

Department name _____ Phone _____ Course number _____

Driver's name _____ MVR approval date _____

900# _____ Driver's license expiration date _____

Cell phone _____ Email _____

TRIP DETAILS

The van can be picked up no earlier than one hour before the requested pickup time listed below. If any details of the trip change, then a new form must be submitted. All equipment that is to be towed **MUST** be Florida Tech equipment, registered and insured by the university and within the acceptable limits of what can be towed by the van.

Departure date _____ Pickup time _____ Return time _____

Return date _____ Toll roads? Yes No *Drivers are responsible for paying tolls.*

Destination _____ Number of passengers _____

Purpose of trip _____

Will you be towing anything? Yes No If yes, what? _____

Hitch required? Yes No If yes, what size hitch ball? _____

APPROVALS

Problems/costs to the van and/or towed units resulting from driver error will be the responsibility of the requesting department and will be charged all applicable fees. Fuel dispensed from the campus fuel depot will be billed to the accounting string provided below.

Person approving trip _____

Approver office ext. _____ Cell phone _____ Fax _____

Approver email _____

Fund: FD _____ Cost Center: CC _____ Spend Category: SC _____ Program: PG _____

Grant _____ Project _____ Gift _____