



VEHICLE RESERVATION FORM

CHECK ONE

CAR _____ VAN _____
COST/MI \$0.49 \$0.69

PICK-UP DATE & TIME

RETURN DATE & TIME

DESTINATION

APPROX. MILES ROUND TRIP**

NAME OF DRIVER

AS LISTED ON DRIVER'S LICENSE

UNIVERSITY DEPARTMENT

GL ACCOUNT NUMBER

PHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

** If beginning and ending mileage is not logged and turned in the mileage listed in the approx miles round trip will be used to compute the charges that are charged back to the department's account.