



**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.