

Transportation Request Form

Instructions:

1. Complete this form and submit it to the GSP front office (Anniversary 118). We will consider and do what we can to fulfill your request, though we cannot guarantee approval.
2. If your request is approved, an approval form will be given to you via your mailbox.
3. Keep careful track of your time and mileage and record this on the Vehicle Utilization Log found on a clipboard in each vehicle.
4. After your trip, complete the **Transportation Tracking Form** on the next page and resubmit it to the transportation office (Room 120). Remember to keep accurate records at the beginning and the end of your trip. The odometer readings of all vehicles must be recorded **BEFORE** and **AFTER** your trip.

Day of Week: M T W Th F

Date of Trip: ____ / ____ / ____ Date Submitted: _____

Estimated Departure Time: _____ Estimated Return Time: _____

Name of Every Class On Trip	# of faculty on trip	# of staff on trip	# of students per class	Name of Each Instructor on Trip	# Regular Meals PER CLASS	# Vegetarian Meals PER CLASS

Total Number of People: _____ Estimated Round Trip Distance: _____

Admissions Fees (**Must be approved in advance**): _____

Destination: _____

Address: _____

Contact Person at Destination (Include Phone Number) [**OR YOUR NAME AND CELL PHONE NUMBER**]: _____

Purpose: _____

Possible Resident Advisors Driving:

Total Number of Drivers: _____

For Office Only _____ _____ _____
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Transportation Tracking Form

This form is to be completed after you return from your trip and returned immediately.

Trip Number _____

Vehicle I.D. Number (on license plate)	Type of Vehicle (Circle One)	Driver of Each Vehicle	Odometer-Beginning	Odometer-Ending	Total Distance per vehicle	Amount of Gas Left?
	Car Van					
	Car Van					
	Car Van					
	Car Van					
	Car Van					
	Car Van					
	Car Van					
	Car Van					
	Car Van					
	Car Van					
	Car Van					
	Car Van					

Total **ROUND TRIP DISTANCE** For **ALL VEHICLES** in **THIS TRIP**: _____ (**Don't Guess!**)

*****Please Do Not Forget
To Fill Out This
Information and Return It to
Room 120
After Your Trip*****