

**BAINBRIDGE COLLEGE**

**REQUEST FOR USE OF COLLEGE VEHICLE**

TYPE OF VEHICLE \_\_\_\_\_ ESTIMATED MILEAGE \_\_\_\_\_

EMPLOYEE REQUESTING VEHICLE \_\_\_\_\_ # OF PEOPLE TRAVELING \_\_\_\_\_

GENERAL PURPOSE OF TRAVEL \_\_\_\_\_

ITINERARY \_\_\_\_\_

Date & Time Vehicle Will Be Picked Up: \_\_\_\_\_

Date & Approximate Time Vehicle Will Be Returned: \_\_\_\_\_

Department Name To Be Expensed \_\_\_\_\_ Dept. No.: \_\_\_\_\_

Sponsored Project \_\_\_\_\_

Special Instructions \_\_\_\_\_

(Unless otherwise noted, the employee requesting the vehicle will pick up the vehicle at the Maintenance and Physical Plant Building.)

**APPROVAL: Plant operations must have an approved form with Department Head's signature before a vehicle can be released.**

Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR PLANT OPERATIONS USE ONLY</b>				
DATE	BEGINNING ODOMETER READING	ENDING ODOMETER READING	MILEAGE	VEHICLE NO.
		TOTAL MILES		

<b>FOR BUSINESS OFFICE USE ONLY</b>	
Account Expensed:	_____
Amount Expended:	_____ miles X \$ _____/mile = \$ _____
	Less gas purchased: ( _____ )
	TOTAL EXPENSE: \$ _____