

## Animal and Food Sciences 12-Passenger Van Request Form

(Fleet No. 20-005, License Plate No. KW5-783, Voyager Card # 86947 6879 00306 9)

- This form is to be used for requesting use of the department's 12-passenger van. Users of the van will be charged fuel costs.
- Van **MUST** be returned **CLEAN** with a **FULL FUEL TANK** or the user will not be allowed to use the van again.

*Provide the following information to request use of the 12-passenger van:*

Date of request:

Name:

Employee ID#:

Signature:

Driver has completed required 12-passenger van training (check to verify):

Purpose of trip:

Account No.:

Destination:

Trip start date:

Trip start time:

Trip end date:

Trip end time:

*The following information **MUST** be completed at the conclusion of your trip and this sheet returned to Robin Notton along with the van keys (or you will not be allowed to use van again).*

Ending mileage:

Beginning mileage:

Total mileage driven:

**NOTE: Attach Voyager Card fuel receipts to this form when it is turned back in.**

see blue.