

TRANSPORTATION REQUEST To Be Completed by Employee			
REQUESTOR		DATE SUBMITTED	
GROUP/ACTIVITY		DESTINATION	
TRAVEL DATE		NUMBER OF RIDERS	
DEPARTURE AND RETURN TIME		DRIVER PREFERENCE	
VEHICLE ASSIGNMENT To Be Completed by Transportation Director			
TRANSPORTATION DIRECTOR APPROVAL		VEHICLE SLATED	
BUS DRIVER ASSIGNED		NOTES	

INSTRUCTIONS/SUBMITTAL PROCESS:

Please complete all sections of upper portion of form listed under "Transportation Request" and submit to transportation director **one week** prior to date of travel.

Please submit by email only

The Transportation Director will complete and assign a vehicle then electronically sign and email back to the requester

Note to Employee: In the event **no** vehicle is available please print the returned form and attach to a employee travel form to be reimbursed for mileage. Any reimbursement requests with out this documentation will be denied.

If not submitted one week prior to date of travel mileage reimbursement may be denied.