

TRANSPORTATION REQUEST To Be Completed by Employee			
Requestor		Date Submitted	
Purpose of Trip <u>and/or</u> Group or Activity		Destination	
Travel Date		Number of Riders Including Driver	
Departure <u>and</u> Return Time		Additional Info	
Vehicle Pickup Time		Driver	
VEHICLE ASSIGNMENT To Be Completed by Transportation Director			
VEHICLE ASSIGNED		CC DATE/EMPLOYEE	

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

Note to Employee: In the event **no** vehicle is available please print your acknowledgment and attach to your employee travel form (blue form) to be reimbursed for mileage. Any reimbursement requests without this documentation will be denied.

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