



Short Term Vehicle Reservation Request Form

Once your Travel Request is approved, complete this form when using a University owned⁽¹⁾ or Enterprise rental vehicle for University travel. When requesting use of an University owned vehicle complete sections 1 and 2 below and forward the request to Bob Davenport via Fax (# 3070) or email (rdavenpo@bloomu.edu). After review by the transportation office the form will be returned to you and will indicate availability. If a University owned vehicle is available, expenses will be charged to your funds center via chargeback or invoiced to your affiliated organization. If a University owned vehicle is not available, you may choose to use your own vehicle or rent a vehicle from Enterprise. If the Enterprise rental vehicle option is chosen, complete sections 1 and 3 and enter the rental request on the Enterprise website (a trip number is required to reserve a vehicle). Return the vehicle reservation form to Accounts Payable Waller Room 18.

(1) University owned vehicles include: 15 passenger vans and buses.

Section 1: Trip Information

Driver's Name:	Driver's License #:	Driver's License State:
Department Name:	Fund Center #:	Telephone #:
Departure Date:	Return Date:	Departing From:
Departure Time:	Return Time:	Destination:
Purpose of Travel:		Commitment Item:

Please list the names and departments of all passengers traveling in the vehicle. Passenger list must be completed before vehicle is released.		

Relief Driver(s) (if necessary):

Driver's Name:	Driver's License #/ State:	Driver's Signature:
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Section 2: University Vehicle Information

<p>Available</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left;">Estimated Cost</th> <th style="text-align: left;">Cost per mile</th> <th style="text-align: left;">Miles</th> </tr> </thead> <tbody> <tr> <td>3 passenger ADA Van</td> <td>\$ 0.635</td> <td></td> </tr> <tr> <td>15 Passenger Van</td> <td>\$ 0.635</td> <td></td> </tr> <tr> <td>Bus</td> <td>\$ 0.985</td> <td></td> </tr> </tbody> </table> <p>Bus Driver's Expenses: (transportation office use only):</p> <p>Meals _____</p> <p>Parking _____</p> <p>Tolls _____</p> <p>Chargeback wage rate \$45.00/hr.</p> <p style="text-align: right;">Total: _____</p>	Estimated Cost	Cost per mile	Miles	3 passenger ADA Van	\$ 0.635		15 Passenger Van	\$ 0.635		Bus	\$ 0.985		<p>Not Available</p> <p>Check if BU Driver: <input type="checkbox"/></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; background-color: #cccccc; margin: 0;">Invoice Information for Affiliated Organization</p> <p style="text-align: center; margin: 0;"><i>(Please include name and address)</i></p> </div> <p>Mileage Out _____ Mileage In _____</p>
Estimated Cost	Cost per mile	Miles											
3 passenger ADA Van	\$ 0.635												
15 Passenger Van	\$ 0.635												
Bus	\$ 0.985												

I certify the vehicle will be used for official University business, I am a licensed driver, I am on University payroll and I am operating the vehicle pursuant to my employment responsibilities. **This vehicle will be driven ONLY by Bloomsburg University employees who are licensed Pennsylvania drivers and who are on University payroll.**

Driver's Signature: _____ Date: _____

Section 3: Enterprise Vehicle Rental Information

Complete below information, log onto Enterprise website to reserve your vehicle, and forward completed approved form to Accounts Payable Waller Room 18.

Trip# <input style="width: 100%;" type="text"/> <small>(required to reserve vehicle)</small>	Vehicle Class: <input style="width: 100%;" type="text"/>
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Responsible Admin: _____ Ext: _____

I certify that the vehicle will be used for official University business, I am a licensed driver, I am on University payroll and I am operating the vehicle pursuant to my employment responsibilities. **This vehicle will be driven ONLY by Bloomsburg University employees who are licensed drivers and who are on University payroll.**

Driver's Signature: _____ Date: _____

Approvals on the Travel Approval Request form serve as basis for payment of the monthly Enterprise invoice.