

<b>TRANSPORTATION REQUEST</b> <b>To Be Completed by Employee</b>			
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		Vehicle Preference	
Vehicle Pickup Time		Driver Assigned	
<b>VEHICLE ASSIGNMENT</b> <b>To Be Completed by Transportation Director</b>			
VEHICLE ASSIGNED		CONFIRMED	

**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 an employee travel 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.**