

Andrews University

Office of Transportation

VEHICLE REQUEST FORM

Read this first:

- We can only make tentative holds for vehicles by phone.
- **Requests made less than two business days before the vehicle pickup date are subject to a \$25 late fee.**
- This document must be fully completed and returned before any reservation is confirmed.
- There will be a minimum charge for cancellations done less than 2 business days before the trip.
- All drivers must be approved by the transportation department.
- All drivers must have a current (less than a year old) MVR on file with the transportation department.

I have read and agree to the above statements. Please initial: _____

Department/Organization: _____ Date submitted (Today's date): _____

Name & Title of Person requesting reservation: _____

Contact phone number: Office: _____ Cell (required): _____

Faculty/sponsor going on the trip: _____ Cell: _____

IDC # to Charge: _____ Credit Card: _____

Number of people traveling: _____

Preference of vehicle: **Minivan** (7 passengers including driver): How Many
Large van (12 passengers including driver): How Many
Minibus (15 passengers including driver): How Many
Pickup truck:
Trailer: 4'x6' 6'x10' 7'x14' 7'x16' car trailer

Name and cell number of driver(s): _____

Vehicle(s) pick up: Date: _____ Time: _____

Vehicle(s) Return: Date: _____ Time: _____

Destination: _____

When you have completely fill out this form, please attach it to an email and email it to trans@andrews.edu

Vehicle #: _____ Fuel: _____

I-pass: _____ Labor: _____

Other Charges: _____ Grand Total: _____

Driver's Signature: _____ **Comments:** _____

Ending Mileage: _____

Beginning Mileage: _____

Total Miles Driven: _____