

Facilities Management

Pool Vehicle Request Form

(For buses, trucks, vans and cars)

Department <input type="text"/>	Class Name <input type="text"/>	Class Number <input type="text"/>
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Please provide chartfield string.

Account	Fund	Department	Program	Class	Project
Other Billing Info <input type="text"/>					

Instructor: <input type="text"/>	Advisor Signature: <input type="text"/>
Contact Name: <input type="text"/>	Phone Number: <input type="text"/> Email: <input type="text"/>

Necessary if request is from auxillary organization, club, etc.

When form is completed, if an advisor signature is not required, you may e-mail this form to vehicles@humboldt.edu. If a signature is required, please print the form, obtain the signature, then send via campus mail to Facilities Management, or scan and email to vehicles@humboldt.edu. All requests will receive a confirmation via email. **If you cancel your plans, please let us know immediately.** A cancellation fee will apply if Facilities Management is not notified 24 hours or more before the scheduled trip. Vehicles are in high demand during some weeks, so please plan ahead. We appreciate your understanding and cooperation during weeks of high activity. If you have any questions or need further information, please call Facilities Management at extension 3646. Thank you.

Departure Date: (mm/dd/yyyy) <input type="text"/>	Departure Time: (e.g. - 1630) <input type="text"/>	Specific Destination: <input type="text"/>
Return Date: (mm/dd/yyyy) <input type="text"/>	Est. Return Time: (e.g. - 1830) <input type="text"/>	Total Count of Riders: <input type="text"/> Campus Pick Up Site: <input type="text"/>
Type of Vehicle: <input type="text"/>	# of Vehicles: <input type="text"/>	<input type="checkbox"/> Wheelchair-accessible bus is required. <input type="checkbox"/> Authorization to Travel form attached (for trips over 100 miles, one way).

Accommodations and meals or per diem must be provided for all overnight trips. Please see the Travel Manual at <http://www.humboldt.edu/univtravel/manual.html> or call extension 3646 for information.

Facilities Management Use Only

Request confirmed via email: Date: Time:

Vehicle Number: Driver Name:

Request cancelled per the following: Date: Time:

Cancellation charges will apply. Name of person cancelling request: