

Facilities Management

Rental Vehicle Request Form

Department <input style="width:95%;" type="text"/>	Class Name <input style="width:95%;" type="text"/>	Class Number <input style="width:95%;" type="text"/>
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Please provide chartfield for billing

Account Fund Department Program Class Project

Other billing information

Travel Authorization Number

Instructor: Advisor Signature:
Necessary if request is from auxillary organization, club, etc.

Contact Name: Phone Number: Email:

When scheduling, drivers should allow up to 15 minutes for preliminary check-out procedures. If vehicle is to be used on weekends, the check-out process must be completed before 5:00 pm on the preceding Friday. When form is completed, if an advisor signature is not required, you may email 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. **24 hours notice is required for cancellations in order to avoid charges.** 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 ext. 3646. Thank you.

Departure Date: <small>(mm/dd/yyyy)</small>	Departure Time: <small>(e.g. - 1630)</small>	Specific Destination: <input style="width:95%;" type="text"/>
<input style="width:150px; height:28px;" type="text"/>	<input style="width:100px; height:28px;" type="text"/>	
Return Date: <small>(mm/dd/yyyy)</small>	Est. Return Time: <small>(e.g. - 1830)</small>	Total Count of Riders: <input style="width:140px; height:28px;" type="text"/>
<input style="width:150px; height:28px;" type="text"/>	<input style="width:100px; height:28px;" type="text"/>	<input style="width:140px; height:28px;" type="text"/>

(Area Code)

Type of Vehicle:	# of Vehicles:	Driver Contact Name:	Driver Contact Cell Phone Number :
<input style="width:110px; height:28px;" type="text"/>	<input style="width:100px; height:28px;" type="text"/>	<input style="width:280px; height:28px;" type="text"/>	<input style="width:150px; height:28px;" type="text"/>

Type of Vehicle: # of Vehicles: I verify that I have *Authorization to Travel* on file in the Business Services Office.

Change (FM only)

Facilities Management Use Only

Request emailed to Enterprise:
 Date Time

Name

Enterprise confirmation number:

Request confirmed via email:
 Date Time

Name

Request cancelled per the following:
 Date Time

Name

Enterprise cancellation charges will apply.