



Transportation Department
Telephone 520-206-2735 Fax: 520-206-2609

Part 1. General Information

Name of Traveler: Department: Campus:

Telephone Number: Destination:

Scheduled Departure Date Hour

Scheduled Return Date Hour

Check if Multiple Passengers Check if out of state Check if transporting students Check if students are minors

Type of Vehicle Needed: Click for: College Vehicle Rental Tour Bus

Part 2. For Use in conjunction with airline travel only

Table with 2 columns: Field Name, Value. Fields include Airport Name, Flight Number & Airline, Arrival Date & Time, Departure Date & Time.

Part 3. Financial Approval and Authorization

Trip Encumbrance Number:

Fund: Org: Account: Program:

Administrative Signature (if required)

For Transportation use only

Vehicle Number: Valid License of file? Yes No License number: Expiration:

Gasoline credit card # Rental Agency: Confirmation Number:

Table with 4 columns: Cost Category, Value, Vehicle Usage, Value. Rows include Ending ODO, Beginning ODO, Total Miles, Multiplier, Mileage Cost, Vehicle Usage, Delivery Fee, Admin fee, Fuel Cost, Total Charge.

PLEASE READ

In the event of a mechanical break down, call the Transportation Office (520)-206-2734 during normal work hours. After hours and on weekends, contact the College DPS (520)-206-2700.

If using a rental vehicle, call the emergency road service number listed on the contract.

PLEASE REFUEL VEHICLE BEFORE RETURNING