



**VEHICLE REQUEST FORM**  
(Use a separate form for each vehicle/trip)

Name of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Vehicle Requested: \_\_\_\_\_

Purpose of Travel:  
\_\_\_\_\_

Date(s) of Travel: From: \_\_\_\_\_ To: \_\_\_\_\_  
(Time) (Date) (Time) (Date)

Travel Itinerary (location and times)

From: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_

Number of persons traveling in the vehicle: \_\_\_\_\_ (attach list of names).

Equipment/features needed on vehicle: \_\_\_\_\_

Equipment to be transported: \_\_\_\_\_

If this is student travel, name of faculty sponsor who will be driving vehicle or supervising student driver  
\_\_\_\_\_

Name of Driver (if different): \_\_\_\_\_