

# PACIFIC UNIVERSITY VEHICLE RESERVATION REQUEST & BILLING FORM

**INSTRUCTIONS:**

1. **Location of Vehicle Reservations Forms:** Facilities Management Office or University Webpage/Facilities Mgmt.
2. **Reservations:** Call Ext. 2799 concerning availability of vehicles.
3. **Request Form:** Complete departmental section of form and return to the Facilities Office or fax it to 503-352-2974. *At the end of each month, the Facilities Office will forward a billing copy to the department secretary.*
4. **Confirmation of reservation:** Only a COMPLETED vehicle reservation form RECEIVED by the Facilities Office confirms your reservation.
5. **Issuance of Keys:** Pick up packets with keys, gasoline credit card and trip record cards at the Facilities Management Office open **Monday thru Friday between 7:00AM to 4:00PM.** **For departure at times other than during working hours, pick up keys before the close of business prior to departure.** Upon return, the packets with credit card, keys, trip record card and fuel receipts should be deposited in the Motor Pool drop box at 2352 Sunset Drive.

STUDENT       EMPLOYEE      (Check One of the Boxes)

Driver's Name	Phone / Cell phone or Extension of Driver or Supervisor of trip
Cargo, Car, Minivan, 12-seat Van, 15-seat Bus, Pickup/ # Occupants	Destination: City <span style="float: right;">State</span>
Type of Function	Name of Department/Group/Class
Time of Departure <span style="float: right;">AM    PM <i>Circle One</i></span>	Day of Week <span style="float: right;">Date (Month/Day/Year)</span>
Time of Return <span style="float: right;">AM    PM <i>Circle One</i></span>	Day of Week <span style="float: right;">Date (Month/Day/Year)</span>
Department Budget No.	U.C. Box No. <span style="float: right;">Signature of Budget Authority</span>

**DO NOT WRITE BELOW THIS LINE**

Vehicle No. _____	Credit Card No. _____
Trailer Key No. _____ Motor Pool Key _____	Trip Record Card No. _____

**BILLING:**

Departure Mileage \_\_\_\_\_ Return Mileage \_\_\_\_\_ Total Mileage \_\_\_\_\_

Rate \_\_\_\_\_

Mileage Charges \_\_\_\_\_

Misc. Charges \_\_\_\_\_

\_\_\_\_\_

(Charges may include: Cleaning fees, not re-fueling, not completing Trip Card, damage due to accident, etc. (See Motor Pool Policy and Procedures))

Driver(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Occupants \_\_\_\_\_ Drive Hour \_\_\_\_\_

**TOTAL CHARGES**

*Date Submitted:*