Vehicle Options | Rate Per Day | Rate Per Mile
--- | --- | ---
Van (94319) | $15 | $0.50
Truck (94044) | $15 | $0.40
Wagon (94222) | $12 | $0.35

Vehicle Selection:
Account Number:
Driver(s):
Destination:
Purpose:
Travel Dates:
Mileage
   Beginning:
   Ending:
Business Office Total Charge for Trip:

Keys and gas card should be returned to the front office upon return to campus. Vehicle should be clean, refueled, and seats installed prior to turning in keys.
   • All trash and belongings must be removed from vehicle, if necessary vacuumed at the VTM
   • Seats that have been uninstalled for field work must be reinstalled
   • Vehicle fuel should be refilled prior to turning in vehicle keys

Signature of Driver:  
Date: