



Department of Marine Sciences

Franklin College of Arts and Sciences

UNIVERSITY OF GEORGIA



Vehicle Maintenance and Trip Sheet

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: