

NOTE: All travel requests are to be sent to the Business Office prior to travel per AP & BP 7400. **This form is for the District Vehicle Request ONLY.** The use of District-owned vehicles by employees shall be limited to transacting official District business. The use of such vehicles for personal convenience is prohibited. When not in use for District purposes, all District-owned vehicles shall be parked on College premises in a location designated for that purpose.

**CONTACT INFORMATION**

Contact Name: \_\_\_\_\_  
*First* \_\_\_\_\_ *Last* \_\_\_\_\_

Contact Information: \_\_\_\_\_  
*Phone Number* \_\_\_\_\_ *Email Address* \_\_\_\_\_

Department/Division: \_\_\_\_\_  
*Name* \_\_\_\_\_ *Email Address* \_\_\_\_\_

---

**TRIP INFORMATION**

Schedule: \_\_\_\_\_  
*Departure Date & Time* \_\_\_\_\_ *Return Date & Time* \_\_\_\_\_

Destination  
Location /Address: \_\_\_\_\_  
\_\_\_\_\_

Out of District \_\_\_\_\_  
*District Service Area Map on Reverse Side for Reference*

Total Number of  
Passengers: \_\_\_\_\_  
*Including Driver*

---

**VEHICLE & DRIVER INFORMATION**

Please return vehicle with a full tank of gas. Driver and Gas Procurement Card Agreement is required. Only District employed personnel (not student workers) will be granted the right to operate a District vehicle off-campus.

AVC Driver Requested:  No  Yes

Vehicle Requested:  6 Passenger Mini Van (5 + driver)  25 Passenger Bus (AVC Driver Required)  
 8 Passenger Van (7 + driver)  32 Passenger Bus (AVC Driver Required)  
 10 Passenger Van (9 + driver)  Other: \_\_\_\_\_

---

**AUTHORIZATION**

Pre-Approval Number: \_\_\_\_\_  
*From Business Office Travel Authorization* \_\_\_\_\_ *Date* \_\_\_\_\_

**\* SUBMIT SIGNED AND COMPLETED FORM VIA THE FACILITIES SERVICES WORK REQUEST SYSTEM.  
DISTRICT SERVICE AREA MAP ON REVERSE SIDE OF THIS FORM.**

## DISTRICT SERVICE AREA MAP

