



**Department of Integrative Biology
Departmental Van Rental Form**



Part 1: Please list **every** person that will be in the van in one of these three categories:

*Primary Driver:	_____	Driver Profile
*Other Drivers:	_____	Driver Profile
	_____	Driver Profile
	_____	Driver Profile
	_____	Driver Profile
	_____	Driver Profile

*Passengers: _____

(Will NOT be driving) _____

Part 2: Please indicate the purpose of the trip, all destinations, expected time of travel and chargeback information:

_____ **67 68 71** _____

*Grant # or course code to be charged (43¢/km) *Circle the van being rented

_____ *Departure Date & Time _____ *Return Date & Time

*Odometer Reading (out): _____ Total Km to be charged: _____

(back): _____

_____ *Authorization for Charge (Sign and Print Name) _____ Date

_____ *Chair's/ Chair's Designate Signature _____ Date

_____ *Signature of Primary Driver _____ Date

*It is mandatory that these fields be completed **PRIOR** to the keys being given out. Please submit completed form to **Connie Davison (SSC 2484)**. Remember to take a copy of the form with you to **record the odometer readings & return the completed copy with the keys.***