



**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

Passengers: (Will NOT be driving)

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

Grant #or course code to be charged (.48/km)
 Parking tickets, towing charges or toll charges will be charged to your grant.

67 68 71
 *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.***