



## 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**

\_\_\_\_\_ **Driver Profile**

\*Passengers:  
(will NOT be driving)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Grant # or course code to be charged (**43¢/km**) \_\_\_\_\_

\*Departure Date and Time: \_\_\_\_\_ Odometer Reading (out) \_\_\_\_\_

Return Date and Time: \_\_\_\_\_ Odometer Reading (back) \_\_\_\_\_

\*Please circle which van is being rented:      **67**      **68**      **71**      Total Km to be charged: \_\_\_\_\_

\_\_\_\_\_  
\*Authorization for Charge (signature & 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 take a copy of the form with you to record the odometer readings & return the completed copy with the keys.**