



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 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.**