



**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 (\$0.50/km)
 Parking tickets, towing charges or toll charges will be charged to your grant.

_____	_____	67 68 71
*Departure Date & Time	*Return Date & Time	*Select the van being rented

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

_____	_____	_____
*Authorization for Charge (Name)	*Signature	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 **Ryan Kenwell** rkenwell@uoguelph.ca (SSC 2484). Remember to take a copy of the form with you to **record the odometer readings & return the completed copy with the keys.***