

GCSU Vehicle / Transportation Request Form

For a faster process we suggest you do this online at www.gcsu.edu/transportation and select the online option. However if you prefer hardcopy please fill free to print this form, fill it out Sections 1 and 2 then mail it to the address below.

VTR No. **0**

Date Submitted

General Support Category						Date Received									
Section 1 - Contact Information															
Department					Account Number										
Requestor					Phone No.										
Vehicle Requested															
Section 2 - Trip Information															
Event Location					City/State										
Pickup Information				Returning to GCSU											
Date		Time		Time		Date									
Location		Pickup and Return points are the same unless noted otherwise													
Special Notes or Comments (i.e. Tournament play with unknown departure, hotel information, special driver considerations, multiple destinations, etc)															
0															
Driver Assigned					Date Notified										
Section 3 - Vehicle Information															
Begin Mileage				Ending Mileage											
Fuel Level		Empty : : 1/2 : : Full		Fuel Level		Empty : : 1/2 : : Full									
Fuel Purchased		Gallons		Gallons		Fuel Receipts Y N									
Section 4 - P&T Use Only															
Total Miles		0		Driver Hours		Driving		Standby							
Cost/Mile		Paid Miles		Misc		Vehicle Costs		Paid Hours		Amount		Per Diem/Hotel		Total	
\$0.00				\$ -		\$ -		0.00		\$ -		\$ -		\$ -	
				\$ -		\$ -		0.00		\$ -		\$ -		\$ -	
Flat Rate		# of Days		Add'l Mileage		Vehicle Costs		Hourly Rate		# of Hours		Amount		Total	
\$0.00				0.00		\$ -		\$0.00				\$ -		\$ -	
Commercial Charter Invoice				\$0.00		Adjustments as noted		\$0.00		\$ -		\$ -			
Billing Remarks Noted Below:						Total Charged to Acct #				\$0.00					



Parking & Transportation Services
Campus Box 104
478-445-7433

Monthly Charge Sheet Not Posted

Form Rev 7/15/2010