

Transportation Form
Office of the Student Treasurer

Student Organizations using a "90000" FOAP **MUST** submit an authorized SFC (Student Finance Committee) form to Facilities Operations at least five (5) business days prior to date of intended use.

ORGANIZATION:	DATE:
Name:	INDEX:
Phone Number:	FUND: 9 0 0 0 0
Signature:	ORG:
OCMR:	ACCOUNT: 7 2 8 1
Email:	PROGRAM: 9 9

Organization leader is required to submit a Vehicle Rental Work Order on [TOPDESK](#) in OberView at least five (5) business days prior to the date of intended use.

Type of vehicle (select from comparison chart): _____

Date and time of departure: _____

Date and time of return: _____

Final Destination City / State: _____

First and Last Name of MVR approved driver/s: _____

Department and phone number: _____

FOAP (Submit SFC form if FOAP starts with "90000"): _____

TYPE OF VEHICLE	PEOPLE	BAGS	EST. DAILY RATE *	# VEHICLES	# DAYS * (3 min. for weekends)	TOTAL EST. COST
Economy / Compact Car	4-5	2	\$38.00			
Intermediate / Standard Car	4-5	3 - 4	\$40.00			
Full Size Car	5	4	\$43.00			
Intermediate / Standard SUV	5	4 - 5	\$68.00			
7 Passenger Minivan	7	5	\$70.00			
Pickup Truck <i>(driver must be 21 years of age)</i>	4	3 - 4	\$79.00			
Full Size SUV	7	3	\$91.00			
12 Passenger Van <i>(driver must be 21 years of age)</i>	12	2	\$150.00			
Estimated cost:	-	-	-	-	-	

* Rates updated 5/2026, and are rounded to the nearest dollar. They can change at any time at the discretion of the Rental Company. Rentals are billed in 24-hour increments. **Weekend Rentals will be considered a 3-day rental - Friday at 4pm through Monday at 8am due to business operating hours.** These rates do not reflect the VLF Recovery Fee - this fee recovers the cost to license, title, inspect, plate and pay personal property taxes on rental vehicles. It is charged by all rental companies. **Student Organization is responsible for paying for gas.**

SFC will guarantee payment up to \$_____. SFC will not reimburse beyond the guaranteed amount including extraneous miles and days. Please submit this form at least two (2) weeks before it is needed due to processing time. Attach your mileage statement or other normal proof of purchase to this form and return to the Office of the Student Treasurer. Please keep a copy of this voucher for your records as a proof of sale.

Advisor (Sign / Print / Date): _____

SFC Treasurer (Sign / Print / Date): _____