

# Transportation Form

## Office of the Student Treasurer

Organization Name: \_\_\_\_\_

**To Person Reserving the Vehicle:**

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 OCMR: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date: \_\_\_\_\_

INDEX: \_\_\_\_\_  
 FUND: 90000  
 ORG: \_\_\_\_\_  
 ACCOUNT: 7281  
 PROGRAM: 99

**Date of Departure:** \_\_\_\_\_ **Date of Return:** \_\_\_\_\_

*Please note that depending upon date and time of departure a \$25.00 \*drop fee could be added per vehicle.*

Estimated Round Trip Distance (mi): \_\_\_\_\_

Types of Vehicle(s):	Minivan	Midsize	Economy/Compact
Quantity:	_____	_____	_____

Estimated Cost	([Number of Minivans] x \$53.72 x [Trip Duration])	= \$ _____
	([Number of Midsize] x \$33.20 x [Trip Duration])	= \$ _____
	([Number of Economy/Compacts] x \$31.30 x [Trip Duration])	= \$ _____
	organization pays for gas**	
	Total Estimated Cost:	\$ _____

SFC will guarantee payment up to \$ \_\_\_\_\_ (calculated above).

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 with a paperclip and return to the Office of the Student Treasurer. Please keep the bottom copy of this voucher for your records as a proof of sale, should it be needed for a later date.

**Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SFC Treasurer or Assistant Treasurer** \_\_\_\_\_ **Date:** \_\_\_\_\_

Costs for student vehicle rental from Transportation Office via Enterprise Transportation Office: x58445

Minivan	(7 passengers includes driver):	\$53.72
Midsize	(5 passengers includes driver):	\$33.20
Economy/Compact	(4 passengers includes driver):	\$31.30

\* Drop fee applies if vehicle is being picked up before 8am Monday-Friday and is being used for more than 24 hours, or if the vehicle is being picked up early for a weekend or holiday.

\*\* Organization is responsible for paying for gas