Transportation Form  
Office of the Student Treasurer

Organization Name: ______________________________________________________________________

To Person Reserving the Vehicle:
Name: _____________________________________  
Phone: ______________________________________  
Signature: ____________________________________  
OCMR: ______________________________________  
Email: ________________________________________  
Date: _________________________________________  

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