N.C. A&T STATE UNIVERSITY REQUEST FOR STATE-OWNED VEHICLE

This form must be completed by anyone desiring the use of a University vehicle. All requests must be submitted at least 5 days in advance of date of travel.

DATE OF REQUEST	REQUESTING	DEPARTMENT	BUILDIN	G				
Driver/Passengers			TRAVEL	TO BEGIN (DATE	-TIME)	TRAVEL TO END	(DATE-TIME)	
PURPOSE				DESTINATION(S)				
NAME OF PASSENGERS								
		UNIVERSITY V	EHICLES I	REQUESTE)			
Type of Vehicle(s) Sedan(s) Stationwagon(s) Van(s) 7 passenger Other	No. Request	ed Rate		Estimated	l Mileage	Es	timated Cost	
		AI	PROVALS					
Amt Of Funds Requested	Fund #	Org. Code	Acct #		Program Code	Dept Approvals	Fiscal Affairs Approvals	
*Signature Code on	Reverse	CENTRAL TRAN	SPORTATI	ON USE ON				
Vehicle #1 Vehicle No. Assig Date Trip Started Date Trip Ended	ned	Hour Hour					g (Mileage)	
Vehicle #2 Vehicle No. Assig Date Trip Started Date Trip Ended	ned	Hour Hour			Odor Beginning Ending Total Miles Total Amo	-	g (Mileage)	
		Accounts &	Amounts To E	e Charged				
			CE NUMBER			INVO	ICE DATE	
	DESCRIPTION				AMOU	JNT		
M O T O R	P O O							
FACILITIES - WHITE		MOTOR POOL - PINK			ENT - BLUE			

SEND TO THE PHYSICAL PLANT

BRIEF OVERVIEW OF TRAVEL REGULATIONS

- 1. A Vehicle Request Form must be completed for all travel requiring use of a State vehicle. All requests must be submitted at least 5 days in advance of travel. Out-of-country requests must be submitted 21 days in advance of travel date.
- 2. Current rates are subject to change; however, cost per mile and the daily minimum cost are as follows:

		<u>Daily minimum Cost/</u>
<u>Vehicle</u>	<u>Cost/Mile</u>	<u>100 miles</u>
Sedan	\$0.37	\$37
7-Passenger	\$0.37	\$37
15-Passenger	\$0.47	\$47

3. TRANSPORTATION

State-owned Vehicles -	Approved for travel more than 60 miles only.
Private Cars -	State employees on State Business may use private cars for personal convenience and/or to travel less than 60 miles.
Other Vehicle Transportation -	Call Motor Vehicle Coordinator at 334-7994.

APPROVAL AUTHORIZATION

State Funds:	Requester
	Dean or Department Head
	Vice Chancellor (Excluding Academic Vice Chancellor)
Trust Funds:	Project Director
	Department Chairperson
	Research Administration
	Dean
Athletic Funds:	Requester
	Athletic Director
	Auxiliary Director
Auxiliary Funds:	Requester/Auxiliary Manager
-	Auxiliary Director
	Business Manager
Student Activity:	Requester/Auxiliary Manager
·	Vice Chancellor for Student Affairs