

**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	BUILDING
Driver/Passengers		TRAVEL TO BEGIN (DATE-TIME)
		TRAVEL TO END (DATE-TIME)
PURPOSE		DESTINATION(S)
NAME OF PASSENGERS		

UNIVERSITY VEHICLES REQUESTED

Type of Vehicle(s)	No. Requested	Rate	Estimated Mileage	Estimated Cost
Sedan(s)	_____	_____	_____	_____
Stationwagon(s)	_____	_____	_____	_____
Van(s) 7 passenger	_____	_____	_____	_____
Other	_____	_____	_____	_____

APPROVALS

Amt Of Funds Requested	Fund #	Org. Code	Acct #	Program Code	Dept Approvals	Fiscal Affairs Approvals
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

***Signature Code on Reverse**

CENTRAL TRANSPORTATION USE ONLY

Vehicle #1				Odometer Reading (Mileage)	
Vehicle No. Assigned	_____			Beginning	_____
Date Trip Started	_____	Hour	_____	Ending	_____
Date Trip Ended	_____	Hour	_____	Total Miles	_____
				Total Amount	\$ _____

Vehicle #2				Odometer Reading (Mileage)	
Vehicle No. Assigned	_____			Beginning	_____
Date Trip Started	_____	Hour	_____	Ending	_____
Date Trip Ended	_____	Hour	_____	Total Miles	_____
				Total Amount	\$ _____

Accounts & Amounts To Be Charged											
CREDIT FUND NUMBER				INVOICE NUMBER				INVOICE DATE			
DESCRIPTION				AMOUNT							
M	O	T	O	R	P	O	O	L			

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>Vehicle</u>	<u>Cost/Mile</u>	<u>Daily minimum Cost/ 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