Date(s) Requested ____________________  Today’s Date ____________________

Charge to ____________________/ ___________  PO or PR No. ____________________

Department Code ____________________

Contact Name ____________________ Ph. No. ___________ E-Mail ___________

Vehicle Type and Quantity

Car  □  7-Passenger Van  □  15-Passenger Van  □

Truck/Cargo Van  □  36-Passenger Bus  □

47/56 Passenger Bus  □  55-Passenger Bus  □  Station Wagon  □

Number of Persons Traveling □

Destination From ____________________ To ____________________

Purpose ____________________

Departure Date: ________________  Departure Time: ________________ AM or PM

Return Date: ________________ Return Time: ________________ AM or PM

Estimated Distance of Trip ________________ Miles @ $ ________________ = $ ________________

Vehicle(s) Will Be Driven By ____________________ Title ____________________

__________________________ Title ____________________

Department Head Signature ____________________

Rates:

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Per Mile</th>
<th>Minimum Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car &amp; Station Wagon</td>
<td>$0.82 cents/mile</td>
<td>$15.00</td>
</tr>
<tr>
<td>7-Passenger Van</td>
<td>$0.90 cents/mile</td>
<td>$22.00</td>
</tr>
<tr>
<td>15-Passenger Van</td>
<td>$1.11 cents/mile</td>
<td>$35.00</td>
</tr>
<tr>
<td>Truck/Cargo Van</td>
<td>$1.11 cents/mile</td>
<td>$35.00</td>
</tr>
<tr>
<td>36-Passenger Bus*</td>
<td>$3.50 per mile</td>
<td>$400</td>
</tr>
<tr>
<td>47/56 Passenger Bus*</td>
<td>$4.10 per mile</td>
<td>$500</td>
</tr>
</tbody>
</table>

*Note: Additional fees are applicable for tolls, parking, driver(s). Please call the Fleet Management Office at 823-8947 or 823-8107 for more details.

Revised 07/01/08
General Rules Regarding Use of Fleet Management Vehicles

1. Authorized drivers of Fleet Management Vehicles must be Faculty or Staff persons with valid Driver’s License.

2. It is the responsibility of the driver to operate Fleet Management Vehicles in compliance with the Motor Vehicle Laws of Virginia.

3. Each Fleet Management Vehicle is assigned a VOYAGER credit card; this card must not be used with any other vehicle accept the one to which it is assigned.

4. The VOYAGER credit card may be used at commercial stations (EXXON, TEXACO, BP etc.).

5. Each Fleet Management Vehicle is assigned a blue plastic credit card; this card is to be used only at Department of Highways and Transportation facilities. This card IS NOT to be used at commercial stations.

6. Under NO circumstances should the VOYAGER credit card or blue plastic credit cards be used to secure gas, services and repairs for personal automobiles.

7. When repairs are performed and payment is made by use of the credit cards, the driver should obtain an itemized statement showing charges for parts and labor.

8. All delivery tickets for gas, service and repairs must be submitted at the time the vehicle is returned.

9. The driver’s signature should appear on all delivery tickets for gas, service or repairs.

10. The vehicle should be returned in the same general condition in which it was accepted.

*There is a Department of Highways and Transportation Directory of Motor Vehicles service facilities in each Fleet Management Vehicle.

Violation of General Rules Numbers 3,5 and 6, may result in financial reimbursement to the University.