

# SOUTHWEST TEXAS JUNIOR COLLEGE VEHICLE REQUEST

Date: \_\_\_\_\_ Employee Requesting Vehicle: \_\_\_\_\_

Account Number: \_\_\_\_\_ Destination: \_\_\_\_\_

Conference Trip: Date(s): \_\_\_\_\_ Who Will Pick Up Vehicle? \_\_\_\_\_

Vehicle Will Be Picked Up at (Time) \_\_\_\_\_ AM PM; On(Date) \_\_\_\_\_

Vehicle Will Be Returned at (Time) \_\_\_\_\_ AM PM; On(Date) \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

If Two or More Employees Are Traveling, Please List Names.

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Yes, No Classes Will Be Missed. If classes will be missed, please make appropriate arrangements with Division Chair or Dean.

Vehicle Requesting: Car Station Wagon Mini-Van Van Truck & Cattle Trailer Truck & Flatbed

Special Requests: \_\_\_\_\_

I acknowledge that I have read the SWTJC policy on "Employee Standards of Conduct/ Searches and Alcohol/ Drug Testing" (DHB Local) and am familiar with the consequences of a positive test result.

\_\_\_\_\_  
Employee Signature Date

**PLEASE SUBMIT THIS FORM TO THE APPROPRIATE  
VICE-PRESIDENT THREE DAYS IN ADVANCE.**

VEHICLE REQUEST HAS BEEN APPROVED BY:

\_\_\_\_\_  
Division Chair or Dean Date

\_\_\_\_\_  
Vice-President Date

**FOR TRANSPORTATION USE ONLY:**

Date, Destination, & Vehicle	In	Out	Total Mileage	Total Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**IF VEHICLE WILL NOT BE USED, CALL IN A CANCELLATION NOTICE.**

**FOR BUSINESS OFFICE USE ONLY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Account Number to Charge

REVISED March 2014

\_\_\_\_\_  
Type Journal Entry

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Person(s) Traveling

\$ \_\_\_\_\_  
Total to Charge  
Account(s)