



**MISSISSIPPI VALLEY STATE
 UNIVERSITY™**

Vehicle Utilization Request

Date: _____

Name/Sponsor _____

Department _____

Name of Driver _____

Banner Org Number _____

Date to Depart _____

Date to Return _____

Type of Vehicle Desired:

Car	Van	25-Passenger Bus	40-Passenger Bus	52-Passenger Bus
\$.70/mile	\$1.00/mile	\$2.25/mile	\$3.25/mile	\$3.50/mile

Purpose of Travel:

Statement of Travel

Starting Point	Intermediate Point	Ending Point	Number of Miles	Rate Per Mile	Amount

BLANKET RATE

\$100.00 – BUS

\$65.00 - VAN

Requested by _____
 Department Chair/Project Director

Approvals _____
 Budget Officer

Approvals _____
 Area Vice President (see Approval Limit Schedule)

 VP for Business & Finance or designee

 Sponsored Programs

 President (see Approval Limit Schedule)

 Facilities Management

Turn-In Report

_____ **\$25.00 CLEANING FEE**

Vehicle Number _____

	Speedometer
Ending	
Beginning	
Number of Actual Miles	
ACTUAL TOTAL	