



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 |
| \$.60/mile | \$.85/mile | \$2.00/mile | \$3.00/mile | \$3.25/mile |

Purpose of Travel:

Statement of Travel

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

BLANKET RATE – TRIPS TO ITTA BENA OR GREENWOOD, MS ONLY

\$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

 OSP / Title III / Private Grants Director

 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 | |