



MISSISSIPPI VALLEY STATE
UNIVERSITY™

Vehicle Utilization Request Form (VURF)

Date: _____

Name/Sponsor _____

Department _____

Name of Driver _____

Banner Org Number _____

Date to Depart _____

Date to Return _____

Type of Vehicle Desired:

☐ Car \$.73/mile	☐ 12-Pass Van \$1.00/mile	☐ 40-Pass Bus \$3.65/mile	☐ 52-Pass Bus \$3.90/mile	☐ 56-Pass Bus \$3.90/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 _____

Approvals _____

Department Chair/Project Director

Budget Officer

Approvals _____

Area Vice President

VP for Facilities Management or designee

Sponsored Programs

VP for Business & Finance (see Approval Limit Schedule)

Facilities Management

President (see Approval Limit Schedule)

Turn-In Report _____ \$50.00 Late Cancellation Fee _____ \$50.00 Bus Cleaning Fee Vehicle Number _____
_____ \$25.00 Van/Car Cleaning Fee

	Speedometer
Ending	
Beginning	
Number of Actual Miles	
Cleaning/Cancellation Fee	
ACTUAL TOTAL	