

UNIVERSITY OF CENTRAL ARKANSAS BUS/VAN REQUEST FORM

REQUISTIONER:

Department: _____ Today's Date _____

Name of Requestor: _____ Contact Number: _____

Reason for trip/request: _____

Vehicle Type Needed: _____ Auto _____ Van _____ Bus **Index Code** _____

(If you requesting a bus please put your department index in the area provided above)

Group or Individual Travel: _____ Number of Passengers _____

Date/Time Leaving for Trip: _____ Date/Time Returning: _____

Department Head Signature _____

DEPARTMENT HEAD MUST SIGN AS APPROVER BEFORE REQUEST WILL BE PROCESSED

PHYSICAL PLANT SECTION TO BE COMPLETED BY TRAVEL ADMINISTRATOR

Vehicle Number and License Assigned:

Ending Odometer Reading: _____

Beginning Odometer Reading: _____

Total Miles Traveled: _____

Cost Rate Per Mile: _____

Mileage Cost: _____

Other Costs: _____

Enterprise Costs _____

Meal Costs _____

Hotel Costs _____

Total Cost: _____

The cost to rent a bus is \$1.00 per mile. If the trip is after 4:30 pm, Monday – Friday, or on the weekend, the cost is \$1.00 per mile or \$60.00, whichever is greater.

Long Trips: The requestor may be required to provide the driver's meals and/or hotel accommodations. Requestor may book a room for the driver, or if preferred, the driver may reserve his/her room with his/her travel card, and the requestor can reimburse the Physical Plant. Additional costs include, but are not limited to: Parking Fees, Toll Fees, etc.

Hiring a Driver:
To hire a driver for a non-UCA fleet vehicle (Enterprise Van or larger) the cost is \$15.00 per hour on campus and \$25.00 per hour for off campus and/or long distance trips.

Please note if you require a vehicle with a wheelchair lift.

IF YOU ARE REQUESTING TO DRIVE A 15 PASSENGER VAN, YOU WILL BE REQUIRED TO TAKE A VAN DRIVER SAFETY COURSE BEFORE YOU CAN DRIVE THE VAN. THE COURSE CAN BE SCHEDULED THROUGH BRANDI LYNCH AT 501-450-5398