

**UNIVERSITY OF CENTRAL ARKANSAS BUS/SHUTTLE REQUEST FORM**  
**If you need a van you will need to fill out the Enterprise Form**

**REQUISTIONER:**

Department: \_\_\_\_\_ Today's Date \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Destination: \_\_\_\_\_

Department **Index number required:** \_\_\_\_\_

Pick Location: \_\_\_\_\_ Number of Passengers \_\_\_\_\_

Date/Time Leaving for Trip: \_\_\_\_\_ Date/Time Returning: \_\_\_\_\_

Is wheel chair lift needed: \_\_\_\_\_

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.

**Airport Flat Rate:** \$78.00 one-way or \$156.00 round trip

**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.**

FORM CAN BE FAXED TO PHYSICAL PLANT AT 501-450-5399 OR EMAILED TO [busrequests@uca.edu](mailto:busrequests@uca.edu)

[For any questions or concerns please email busrequests@uca.edu](mailto:busrequests@uca.edu)