



SU Student Services, Inc.

Van Trip Information

Please Read the Following

Group(s) or Organization(s) using vehicles will assume ALL responsibilities for damages to vans while in their possession. The Group(s) or Organization(s) accepts responsibility for providing transportation back to the University in the event of an auto accident or breakdown. The University Union & Student Activities (CUB) Office is not responsible for providing transportation back to the campus.

Use **UNLEADED GAS** in all vans. Before signing gas charges, check the pump to verify gallons and cost against the gasoline charge slip, which you will be returning to the office with the Student Association Van Trip Information Form.

Van(s) should be returned to assigned parking areas behind the Physical Plant, Reed Operation Center, upon return from trip. Keys should be returned immediately to University Police upon return to campus.

Be sure to read Mileage Odometer when recording your mileage, not the Travel Trip Reader. Recording the Beginning and Ending Mileage is **MANDATORY** and each Group or Organization is responsible for providing this information!

Date(s) of Trip _____ Van # _____

Beginning Mileage _____ Ending Mileage _____

Total Miles Traveled _____ @ .65 = Total Charge \$ _____

Signature of Driver _____

Group(s) or Organization(s) to Charge _____

Method of Payment: Student Association Budget () Cash () Check ()

Account Name _____

Line Item _____

Account Number _____ - _____ - _____

Record Any Damage(s) to the Interior or Exterior of the Vehicle

Number of Gas Card Receipts Returned to the Student Senate (CUB 201)

Office _____

RETURN THIS FORM ALONG WITH ALL GAS CARD RECEIPTS TO THE STUDENT SENATE OFFICE (CUB 201) BY THE FOLLOWING BUSINESS DAY-THIS IS A MUST!!