



**THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY**  
**VEHICLE RESERVATION**  
 (ALL ITEMS MUST BE COMPLETED)

Ref. No. \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Oracle Project Name: \_\_\_\_\_ Oracle Project #: \_\_\_\_\_

Official Travel request # T \_\_\_\_\_ (from Approval Application for Official Travel)

Copy of approval Application for Official Travel must be attached to this request.

Copy of approval Application for Student Travel (if applicable).

**Name(s) of authorized driver(s):**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

**Period of leave:**

From: Time: \_\_\_\_\_ Date: \_\_\_\_\_ To: Time \_\_\_\_\_ Date: \_\_\_\_\_

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

Type of Vehicle:  Car  Van  Truck  Bus

Number of People traveling: \_\_\_\_\_

Estimated cost from Account Manager/Originator: \_\_\_\_\_

In requesting the use of **UNIVERSITY** vehicle(s), I agree on behalf of my group or organization to abide by all policies, rules, and regulations governing such use. Furthermore, I certify that **NO UNAUTHORIZED DRIVER(S)** will be driving the requested vehicle(s).

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (person making request or responsible official of group or organization)

Project Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

(Central Scheduling)

	<b>Estimated Cost</b>	<b>Actual Cost</b>
	Date: _____	Date: _____
	Initials: _____	Initials: _____
Mileage		
Rental		
Fuel		
Labor		
Contingencies (10%)		
<b>TOTAL</b>		