Request for State Vehicle

LORD FAIRFAX COMMUNITY COLLEGE
YOUR FUTURE. OUR FOCUS.

Complete fully and submit to **State Vehicle Coordinator**

CAMPUS: (Check one) ☐ Middletown ☐ Fauquier ☐ Luray-Page County Center

NAME:

DATE OF REQUEST:

APPLICANT VEHICLE PREFERENCE:
Select first and second preference for vehicle. If requested vehicles are not available, the next closest type of vehicle will be assigned

☐ **STATE VEHICLE**

FIRST PREFERENCE _____

SECOND PREFERENCE _____

☐ **PERSONAL VEHICLE**

OFFICIAL USE ONLY BELOW

VEHICLE ASSIGNED

State Vehicle

☐ **Cobalt** Chevrolet (Black)	☐ **Caravan** Dodge (Silver)
☐ **Malibu** Chevrolet (White)	☐ **Uplander** Chevrolet (Gold)
☐ **Malibu** Chevrolet (Black)	☐ **Uplander** Chevrolet (Silver)
☐ **Stratus** Dodge (White)	☐ **Large** Chevrolet **Van** (White)
☐ **HHR Chevy** (Silver)	☐ **Large** Ford **Van** (Blue)

Personal Vehicle	Approval
☐ State Vehicle **Available** 24.6¢ per mile rate	
☐ State Vehicle **Unavailable** 55¢ per mile rate	

TRIP DEPARTURE:

DATE DEPARTURE TIME: ☐ AM ☐ PM

TRIP RETURN:

DATE: RETURN TIME: ☐ AM ☐ PM

DESTINATION:

PURPOSE OF TRAVEL: ☐ Meeting ☐ Field Trip* ☐ Conference ☐ Athletic Event ☐ Other:

*** If travel is related to a field trip,** approval from a dean or vice president of learning is needed to reserve the vehicle**.**

I will comply with all Rules and Regulations governing use of State Vehicles.

Traveler Signature: _____ Date: _____

Approval Signature: _____ Date: _____

Approval Signature: _____ Date: _____
Unit of Learning Representative (For travel related to field trips only)

TRIP RECORD – Submit paperwork when you return from trip

Trip Mileage

MILEAGE (Ending) _____

MILEAGE (Starting) _____

TOTAL MILES TRAVELED _____

VEHICLE CONDITION ☐ Clean ☐ Dirty

OTHER COMMENTS:

Fuel Level in Vehicle

FUEL LEVEL (Ending) _____

Gas Receipts should be placed in box or clipped to box.

FUEL LEVEL (Starting) _____

Fill up Vehicle if LESS THAN ½ TANK at return

REVISED 6/2009