



Request for State Vehicle

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

NAME: _____	CAMPUS: (Check one) <input type="checkbox"/> Middletown <input type="checkbox"/> Fauquier <input type="checkbox"/> Luray-Page County Center						
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	OFFICIAL USE ONLY BELOW						
<input type="checkbox"/> STATE VEHICLE FIRST PREFERENCE _____ SECOND PREFERENCE _____ <small>* Large Vans require special driver training</small>	VEHICLE ASSIGNED						
<input type="checkbox"/> PERSONAL VEHICLE	State Vehicle						
	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Cavalier Chevrolet (White) <input type="checkbox"/> Cobalt Chevrolet (Black) <input type="checkbox"/> Malibu Chevrolet (White) <input type="checkbox"/> Malibu Chevrolet (Black) <input type="checkbox"/> Stratus Dodge (White) </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> Caravan Dodge (Silver) <input type="checkbox"/> Uplander Chevrolet (Gold) <input type="checkbox"/> Uplander Chevrolet (Silver) <input type="checkbox"/> Large Chevrolet Van (White) <input type="checkbox"/> Large Ford Van (Blue) </td> </tr> <tr style="background-color: #cccccc;"> <td style="text-align: center;">Personal Vehicle</td> <td style="text-align: center;">Approval</td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> State Vehicle Available 24.6¢ per mile rate </td> <td style="vertical-align: top;"> <input type="checkbox"/> State Vehicle Unavailable 58.5¢ per mile rate </td> </tr> </table>	<input type="checkbox"/> Cavalier Chevrolet (White) <input type="checkbox"/> Cobalt Chevrolet (Black) <input type="checkbox"/> Malibu Chevrolet (White) <input type="checkbox"/> Malibu Chevrolet (Black) <input type="checkbox"/> Stratus Dodge (White)	<input type="checkbox"/> Caravan Dodge (Silver) <input type="checkbox"/> Uplander Chevrolet (Gold) <input type="checkbox"/> Uplander Chevrolet (Silver) <input type="checkbox"/> Large Chevrolet Van (White) <input type="checkbox"/> Large Ford Van (Blue)	Personal Vehicle	Approval	<input type="checkbox"/> State Vehicle Available 24.6¢ per mile rate	<input type="checkbox"/> State Vehicle Unavailable 58.5¢ per mile rate
<input type="checkbox"/> Cavalier Chevrolet (White) <input type="checkbox"/> Cobalt Chevrolet (Black) <input type="checkbox"/> Malibu Chevrolet (White) <input type="checkbox"/> Malibu Chevrolet (Black) <input type="checkbox"/> Stratus Dodge (White)	<input type="checkbox"/> Caravan Dodge (Silver) <input type="checkbox"/> Uplander Chevrolet (Gold) <input type="checkbox"/> Uplander Chevrolet (Silver) <input type="checkbox"/> Large Chevrolet Van (White) <input type="checkbox"/> Large Ford Van (Blue)						
Personal Vehicle	Approval						
<input type="checkbox"/> State Vehicle Available 24.6¢ per mile rate	<input type="checkbox"/> State Vehicle Unavailable 58.5¢ per mile rate						
TRIP DEPARTURE:							
DATE _____	DEPARTURE TIME: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM						
TRIP RETURN:							
DATE: _____	RETURN TIME: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM						
DESTINATION:							
PURPOSE OF TRAVEL:							

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

Traveler Signature: _____ Date: _____

Approval Signature: _____ Date: _____

TRIP RECORD – Submit paperwork when you return from trip

	Trip Mileage		Fuel Level in Vehicle
MILEAGE (Ending)		FUEL LEVEL (Ending)	
MILEAGE (Starting)		FUEL LEVEL (Starting)	
<u>TOTAL MILES TRAVELED</u>			
VEHICLE CONDITION AT START:	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty		Fill up Vehicle if <u>LESS THAN 1/2 TANK</u> AT RETURN

OTHER COMMENTS: _____