

Rates for Organizations using ASUA or department fund numbers

Motor Pool Rates	Daily Rate	Mileage Rate
Carry-all 2WD* (OC2)	\$65.00	\$0.29
Carry-all 4WD* (OC4)	\$85.00	\$0.30
Pickup 2WD (OPF)	\$33.60	\$0.31
Pickup 4WD (OP4)	\$45.90	\$0.31
Stakebed Truck* (OST)	\$28.50	\$0.72
Full-size Sedan (OSF)	\$35.85	\$0.22
Mid-size Sedan (OSM)	\$28.60	\$0.20
Cargo Van* (OVC)	\$43.05	\$0.27
Mini Van (OVM)	\$44.00	\$0.22
Passenger Van* (OVP)	\$65.05	\$0.28

External Rates (organizations using checks/cash)

Motor Pool Rates	Daily Rate	Mileage Rate
Carry-all 2WD* (OC2)	\$71.50	\$0.31
Carry-all 4WD* (OC4)	\$93.50	\$0.32
Pickup 2WD (OPF)	\$36.95	\$0.34
Pickup 4WD (OP4)	\$50.50	\$0.34
Stakebed Truck* (OST)	\$31.35	\$0.80
Full-size Sedan (OSF)	\$39.45	\$0.24
Mid-size Sedan (OSM)	\$31.45	\$0.21
Cargo Van* (OVC)	\$47.35	\$0.29
Mini Van (OVM)	\$48.40	\$0.24
Passenger Van* (OVP)	\$71.55	\$0.30

**indicates High Occupancy Vehicle*

VEHICLE REQUEST INFORMATION FORM

****Once you have completed this form please turn it into Student Organizations, Student Union Memorial Center Room 404**

Requestor's Name (Must be President or Treasurer) _____

Requestor's Title _____

Requestor's Phone Number _____

Requestor's Email _____

Club/Organization _____

Type of Vehicle and how many: _____

Destination (Please be specific) _____

Approximate Mileage _____

Date Departing _____ Time Departing: _____

Date Returning _____ Time Returning: _____

Number of Faculty/Staff _____

Number of Students _____

Number of Non-Students * _____ * **Attach a list of all non-student passengers**

Purpose of Trip (If attending a conference, you must attach a copy of the conference flyer)

Account # or Direct Pay _____

Advisor's Name _____

Number of Drivers _____

Have all drivers completed HOV training? Yes___ No___ (must be completed before reservation can be confirmed)
(Attach a copy of the driver's licenses and HOV cards for **all** drivers)

For Office Use Only

Confirmation # _____