



**Grambling State University – Office of Transportation**  
**Student Government Association**  
 403 Main Street  
 Favrot Student Union  
 Grambling, Louisiana 71245  
 Office: 318.274.6115 Email: [gsutransportation@gram.edu](mailto:gsutransportation@gram.edu)  
[www.gram.edu](http://www.gram.edu)

## Office of Transportation Vehicle Request Form

*Budget Code: 292048 27051 72000 2500*

**Person Requesting Vehicle:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Department/Organization:** \_\_\_\_\_

**Purpose of Use:** \_\_\_\_\_

**Destination City/State:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Departure Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Return Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Pick-Up Location:** \_\_\_\_\_ **Drop Off Location:** \_\_\_\_\_

**# of Student Passengers:** \_\_\_\_\_ **# of Adult Passengers:** \_\_\_\_\_ **Total Passengers:** \_\_\_\_\_  
 (Passengers **MUST** be a registered Grambling State University Student, Faculty, Staff, or Administrator)

**Vehicle Type:**

Shuttle Bus (20 passenger)     Shuttle Bus (24 passenger)     Van (15 passenger)  
 (There will be a drivers fee and gas charge associated with this request. Additionally the driver's lodging and meals **MUST** be covered by the sponsoring organization/department requesting the use of the institutional vehicle.)

**Payment Option:**

**Method of Payment:**  Money Order     Check     Cash     Credit Card     Departmental Transfer

**Departmental Transfer Information:**

Fund	Org.	Expenditure Code	Program Code	Amount
_____ -	_____ -	_____ -	_____	\$_____

Office Use Only	
Availability of Funds	
<input type="checkbox"/> Yes	<input type="checkbox"/> No _____
_____	

**Requestor Signature:** \_\_\_\_\_

**Department Head Signature:** \_\_\_\_\_

**Office Use Only**

**Date Submitted:** \_\_\_\_\_     Approved     Denied     Standby

**Approved/Denied By:** \_\_\_\_\_    **Total Miles:** \_\_\_\_\_

**Driver(s) Assigned:** \_\_\_\_\_

**Driver Fee (#of Days x \$175.00):** \_\_\_\_\_    **Total Charges:** \_\_\_\_\_