

**Requester Information:**

Name: \_\_\_\_\_ Panther ID: \_\_\_\_\_  
Office: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**Trip Information:**

Trip Purpose: \_\_\_\_\_ Destination: \_\_\_\_\_  
Departure Date: \_\_\_\_\_ Return Date:\* \_\_\_\_\_  
Departure Time: \_\_\_\_\_ Return Time:\* \_\_\_\_\_  
TAR # (If applicable): \_\_\_\_\_ Toll Paid:\* \_\_\_\_\_

**Van Information:**

Departure Odometer: \_\_\_\_\_ Return Odometer:\* \_\_\_\_\_  
 Full  3/4  1/2  1/4  
 Departure Gas Tank:  Empty  
 Return Gas Tank:\*  Full  3/4  1/2  1/4  
 Empty  
 Hitch Used?  Yes  No Keys Returned?\*  Yes  No  
 Departure Condition:  Clean  Not Clean Return Condition:\*  Clean  Not Clean

**Approvals and Signatures:**

By signing below, the requester certifies that he/she is responsible for returning the van in the same condition in which it was in prior to the trip. The requester is responsible for cleaning the vehicle of any trash and/or personal effects. The requester is also responsible for refilling the gas tank to the level prior to the trip. The requester assumes responsibility for any toll, traffic, and parking violations between the departure and return dates and times. The requester must reimburse the Department for any violations that get mailed to the Department. The requester should report any mechanical malfunction to the van supervisor.

**Note:** Any person driving the van has to be an FIU employee, in order for the state vehicle insurance to cover any accidents during the duration of the trip. This includes faculty, staff, and graduate assistants.

Requester Departure Signature: \_\_\_\_\_ Requester Return Signature:\* \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Van Supervisor Signature:\* \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
 Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* To be filled out upon the return of the van.