

VAN USAGE / CHARGEBACK FORM

Date of Request: _____ Name of Organization: _____

Date(s) Needed: _____ Name of Advisor/Group Leader: _____

Destination: _____

Purpose for Trip:

Account to be Charged: _____

Van(s) used: 2000 Ford (Dark Green), 2004 Ford (Light Green), 2005 Chevy (Dark Green)

Odometer at start of trip: _____ Odometer at end of trip: _____

Total # of miles driven: _____

EZ pass used: Yes No

Gas card used: Yes No

Amount of fuel charged: \$ _____

Please return van packet to the Student Activities or Athletic Department Office immediately upon your return. If after normal business hours, please contact and return packet to Campus Safety (ext. 8616).

Date: _____

Signature of Advisor or Group Leader: _____

Signature of Athletics/Student Activities Director: _____

Off campus field trips involving FSA funds must be approved by the FSA president. A Travel Request and Van Usage form, obtained from the Student Activities or FSA Office, must be completed in full and returned prior to making trip plans. Advisors MUST accompany students on all trips. Gas and tolls will be billed to your club's budget or custodial accounts. Faculty must receive approval from their supervising dean to travel. All out of state/country travel must be approved by the HCCC president.

** Vans MUST be cleaned out after each use or items left behind will be thrown away. Gas tank must also be filled to at least half full. **