

*Vehicle Request & Authorization Form*

**Trip Outline**

Group Requesting Vehicle Use \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Trip Destination \_\_\_\_\_ Trip Date \_\_\_\_\_

Destination Address \_\_\_\_\_  
\_\_\_\_\_

Purpose \_\_\_\_\_

Destination Phone \_\_\_\_\_ Website \_\_\_\_\_

**Trip Itinerary**

**Leaving Potsdam**

*Departing Potsdam*

Date \_\_\_\_\_  
Time \_\_\_\_\_

*Arriving at Destination*

Date \_\_\_\_\_  
Time \_\_\_\_\_

**Returning to Potsdam**

*Departing Destination*

Date \_\_\_\_\_  
Time \_\_\_\_\_

*Returning to Potsdam*

Date \_\_\_\_\_  
Time \_\_\_\_\_

**For overnight Trips Only**

Lodging arrangements \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_ Number of rooms reserved \_\_\_\_\_

**Drivers and License Numbers**

*Drivers, write name on first line and license number on second, leaving the third line blank. SGA Worker, confirm completed Driver Information form and initial*

_____	_____	_____
_____	_____	_____
_____	_____	_____

SGA Officer