



UNION COLLEGE

TRIP TICKET / Vehicle Request

Union College

(Office Use Only)	Date and Time Received: _____
PO #: _____	Reservation #: _____ Purchasing Approval: _____

Person Requesting Vehicle: _____ Date: _____

Signature: _____ Cell Phone #: _____

Department: _____ Account #: _____

Department/Chair Supervisor Approval: _____ Date: _____



Number of people in vehicle: _____

Guarantee by car class not by make/model. Prices are the rate per day/per week/per month

<u>Car Class</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Example Make/Model</u>
Economy	\$35.00	\$170.00	\$595.00	Aveo, Rio (Cruise control is not guaranteed)
Intermediate	\$37.00	\$180.00	\$615.00	Civic, Corolla, Dart, Elantra, (Cruise Control is not guaranteed)
Standard	\$40.00	\$190.00	\$630.00	Avenger, Chry 200, Jetta (Cruise Control is not guaranteed)
Full Size	\$44.00	\$200.00	\$665.00	Altima, Malibu, Sonata, Fusion
Premium	\$50.00	\$220.00	\$735.00	Maxima, LaCrosse, Maxima
Mini Van	\$60.00	\$300.00	\$950.00	Town & Country, Quest, Grand Caravan
SUV – Medium	\$60.00	\$300.00	\$950.00	Grand Cherokee, Pathfinder, Journey, Terrain
SUV – Large	\$90.00	\$450.00	\$1,500.00	Tahoe, Yukon, Yukon XL, Suburban
Truck	\$60.00	\$300.00	\$950.00	F150, Ram, Silverado
Cargo Van	\$50.00	\$250.00	\$850.00	Chevy, Ford, Nissan
15 Passenger	\$100.00	\$420.00	\$990.00	Chevy, Ford

Pick up Date: _____ Time: _____ am / pm Destination _____

Return Date: _____ Time: _____ am / pm

<u>Driver's Name:</u> _____	<u>Age</u> _____	<u>Phone #:</u> _____	<u>Driver's License Number:</u> _____
-----------------------------	------------------	-----------------------	---------------------------------------

- **Copy of Operator's License required for all drivers and must be submitted with the trip ticket.**
- Return vehicles to parking lot on Campus where you originally picked the car up at (**DO NOT** block any doors).
- If weekend drop and Lakeside is closed, please return ALL rentals to Student Center and leave keys at the Security Office.
- Remove personal effects and trash. **LOCK** the vehicle!

Driver will collect car from Corbin Enterprise on _____ (enter date)

Return to Corbin Enterprise on _____ (enter date)

<p><u>DELIVERY</u></p> <p><input type="checkbox"/> Lakeside</p> <p><input type="checkbox"/> Student Center</p>	<p><u>PICK UP</u></p> <p><input type="checkbox"/> Corbin</p> <p><input type="checkbox"/> Middlesboro</p> <p><input type="checkbox"/> Other</p>	<p><u>RETURN</u></p> <p><input type="checkbox"/> Corbin</p> <p><input type="checkbox"/> Middlesboro</p> <p><input type="checkbox"/> Other</p>
---	---	--