

# TRANSPORTATION REQUEST AND AUTHORIZATION VOUCHER

Report To: \_\_\_\_\_ on \_\_\_\_\_

Time to Report: \_\_\_\_\_ Time to Return: \_\_\_\_\_

Activity / Sport: \_\_\_\_\_

Destination From: \_\_\_\_\_ To: \_\_\_\_\_

Type Vehicle Required: \_\_\_\_\_ No. of Passengers: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Cost Data: (To be completed by contractor)

Activity trips — Field trips:

Mileage @ \_\_\_\_\_ per mile =

Driver Cost @ \_\_\_\_\_ per hour =

Fuel Consumed @ \_\_\_\_\_ per gallon =

Total Transportation Charge: \_\_\_\_\_

Mileage @ \_\_\_\_\_ per mile =

Driver Cost @ \_\_\_\_\_ per hour =

Fuel Consumed @ \_\_\_\_\_ per gallon =

Total Transportation Charge: \_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_