RESET PRINT

UTSA

Department of Geological Sciences

Rental Vehicle Request Form

NOTE: *Vehicles will* ***NOT*** *be secured until ALL requests for travel are finalized.*

Date: 01/30/19

Section 1 – Traveler

Traveler/Sponsor Name: _____ Title: Select an Item...

Section 2 – Trip Information

Purpose of Travel, include course & section if applicable*:*

Departure Date: _____ Return Date: _____

Vehicle Pickup Date/Time: _____ Drop off Date/Time: _____

Destination (city, state, county; park name): _____

Section 3 – Rental Vehicle Information

☐ Rental Vehicle Type: Select an Item... Number of Vehicles: _____

Type: Select an Item... Number of Vehicles: _____

Other: _____ Number of Vehicles: _____

Note: Must be certified to drive 12-passenger vans.

Driver Names *(must have an approved RTA)*:_____

_____

Section 4 – *If applicable, Supporting Documentation Required for Student Field Trips*

Student Field Trips: Faculty, Staff, or Student Employees must have an approved Request for Travel Authorization form, if assisting with field trip and/or a driver of the field trip.

An approved DR-1 must be on file: http://utsa.edu/utsapd/Driving_Record_Request/Driver_Information.html.

Students or student groups attending a sponsored field trip: the following forms required to be submitted by faculty sponsor (*check for each completed form attached to this request)*.

☐ Student Travel Authorization Request form
☐ List of Participants, Emergency Contacts and Activity/Event Leaders form
☐ Release and Indemnification Agreement for Participant form

Student Travel policy: http://www.utsa.edu/students/travel/.

I, _____ (initials) certify that I have read UTSA's policies regarding student travel.

Section 5 – Signature

Requestor's Signature: _____ Date: _____

FOR DEPARTMENT USE ONLY:

Facutly/staff and /or student travel request(s) turned in to department: Yes No

Vehicle Rental – Charter or Car Rental Agency: _____

Reservation #: _____

Approved to drive 12-passenger vans: _____ Yes; _____ No