



Faculty Liaison VU Car Reservation Request Form (Please Print or Type Information)

\*\*We recommend submitting your request at least two weeks prior to travel dates to ensure car availability\*\*

Travel being conducted for: [ ] Early College [ ] Project EXCEL [ ] BOTH

Faculty Liaison Name: \_\_\_\_\_ VU Department/Program: \_\_\_\_\_

Purpose of visit (i.e. class visit, lab approval): \_\_\_\_\_

Date car will be picked up at Physical Plant: \_\_\_\_\_ Pick up time: \_\_\_\_\_ (AM or PM)

Date(s) of planned visits: \_\_\_\_\_ Return time: \_\_\_\_\_ (AM or PM)

School(s) or Career Center(s) that will be visited: \_\_\_\_\_

Dual Credit instructor(s) that will be visited: \_\_\_\_\_

Will travel include events unrelated to Dual Credit (i.e. college fairs, recruitment events)? [ ] NO [ ] YES
If yes, please provide additional information, such as location, times, etc.
College/Dept. account number for splitting reservation/travel expenses:
Additional Notes/Information:

Faculty Liaison Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*For Dual Credit Staff Use\*\*

Date request received: \_\_\_\_\_ Staff who made reservation: \_\_\_\_\_

VU Car available: [ ] YES [ ] NO Date reservation confirmation/denial emailed to liaison:\*

Notes: \_\_\_\_\_