



Fleet Management Bus Request Form



Bus Confirmation Number: _____ Confirmed by Fleet Management Employee: _____ Estimated Total: _____
 _____ Date: _____ \$ _____

Today's Date: _____ Individual Making Request: _____
 Department Name: _____ Account to charge: _____
 Trip Contact Person: _____
 Email _____ Office # _____ Cell Phone # _____
 Purpose of Trip: _____
 Name of group: _____
 Bus Type: (check one) School Bus Minibus Charter Bus
 Bus quantity: _____ Bus size (occupancy): _____
 Departure Date: _____ Trip Load Time: _____
 Departure Location: _____ Departure Time: _____
 Destination: _____
 Return Date: _____ Trip Load Time: _____

The **Treasurer's Office** requires that you **attach an itinerary and a list of participants** to this form, or provide the same details in the space below.

The department must pay for driver's lodging and any fees (parking, etc) if an overnight trip.
 Notes:

General Ledger Code: (check one) 431300 (in state) 431400 (out of state)

IRIS Trip Number (required for out of state):

If you desire for Fleet Management to process your bus reservation, please complete this form as thoroughly as possible and email to fleetmanagement@utk.edu. After we receive the request, we will reply to the department with availability, pricing, and reservation confirmation. Starting on July 1, 2016, Fleet Management began assessing a 5 percent administrative fee to cover costs. Fleet Management will handle the reservation and process all billing for the trip. We appreciate the opportunity to streamline the bus reservation and payment process for your department.

Signature of departmental approver: _____ Date: _____
 Printed Name: _____ Title: _____
 Phone Number: _____ Email: _____

Please inform Fleet Management at 865-974-2134 of any and all changes concerning the above information. Office hours are Monday through Friday 8am to 5pm.