



# 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) 431100 (in state) 431200 (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](mailto: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.