



Fleet Management Bus Request Form



Complete and forward to fleetmanagement@utk.edu

Bus Confirmation Code: _____ Confirmed by Fleet Management Employee: _____ Estimated Total: _____

_____ Date: _____ \$ _____

This form is only to be used if the reservation is to be managed by Fleet Management.

If a basic quote is required for budgeting purposes (no reservation), complete this portion. **The more precise information you provide with the itinerary, the more accurate the quote.** *Quotes are valid for 5 days. * If a reservation is not placed by that time, a new request must be completed and submitted.

Today's Date _____ Name of requester _____ Email of requester _____

Bus Type: (check one) School Bus (48,60 pass) Minibus (24-40 pass)

Charter (56 pass avg.) Passenger Count: _____

Departure Address: _____

Departure Date: _____ Passenger Load Time: _____ Departure Time: _____

A bus itinerary is required.

Destination: _____

Return Date: _____ Passenger Load Time: _____ Return Time: _____

In order to solidify the bus reservation, (in addition to the info above) provide the following:

Department: _____ ***Account # to charge:*** _____

Name of group: _____ ***Cell Phone:*** _____

Contact person: _____ ***Office Phone:*** _____

Email: _____

Purpose of trip: _____

*The **Treasurer's Office** requires that you **attach a separate itinerary and a list of participants** with this form. Specify the time zone, if not in Eastern time zone.

*If the trip is out of state, the Treasurer's Office requires the IRIS trip # _____.

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

*Canceled reservations will be assessed a 5% cancellation charge by Fleet Mgmt in addition to any vendor charges.

Signature of departmental approver: _____ Date: _____

Printed Name: _____ Title: _____

Phone Number: _____ Email: _____

A 5% fee is assessed by Fleet Management for this service. Any and all changes *must* be sent to Fleet Management, and will be provided to the bus companies by Fleet Management. Office hours are Monday through Friday 8am to 5pm.