



Florida Atlantic University Treasure Coast Campus Vehicle Reservation Form

Vehicles are available on a first-come, first-serve basis upon completion and presentation of this form to campus administration. Request for specific cars cannot be accommodated. **Per the FAU Controller’s Office, all campus vehicle users must have a Travel Authorization Request (TAR) on file. The TAR number must be provided on this form prior to reservation confirmation. Complete and submit this Vehicle Reservation Form at least 48 hours in advance of your travel.**

Please print clearly or type:

Operator Name: _____ Date: _____

E-mail: _____ Phone/Ext. _____

Driver’s License No. (Unless already on file) _____

Names of Passengers: _____

Date and time required: _____ Date and time returning: _____

Destination (city/town/campus) _____

Purpose of trip: _____

Name of College/Department: _____

For Chargeback Purposes: TAR # _____ Org # _____ Fund # _____

I hereby certify that I am a Florida Atlantic University employee and the assigned vehicle will be used for the purpose(s) requested, and the use will conform to the rules of FAU and State of Florida laws. I also acknowledge the cost per mile is \$.445 per mile as shown on the vehicle odometer and will be charged back to the account given above. I also acknowledge that I must have a current and active State of Florida driver’s license on file with Campus Administration and agree to provide an updated copy upon renewal or with any changes.

Operator’s signature: _____

| | |
|----------------------------------------|---------------------------------------------------------------------------------------|
| CAMPUS SERVICES USE ONLY | |
| Prior to Release: | |
| Confirmed Vehicle Number: _____ | Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> |
| Office Signature: _____ | |