



Student Association

State University of New York College at Oneonta

AUTOMOTIVE TRAVEL REQUEST FORM

(This form must be completed and signed before returning to the SA office in the basement of Hunt Union)

Request: Minivan(s) Van 100 (see policy) Gas Packet Only

of vehicles: 1 (2 drivers required) 2 (4 drivers required) 3 (4 drivers required) 4 (7 drivers required) 5 (7 drivers required)

Organization Name: _____ Contact Person: _____ Phone: _____

Itinerary: Date**/Time Leaving _____ Date/Time Returning _____

Title of Event*: _____ City, State**: _____ Estimated Mileage: _____

* Attach reason for going along with any other relevant information (conference schedule, flyer, brochure, ...)

** Ten business days requested for all in-region trips. 21 business days required for all out-of-region trips.

Number of members going: _____ + advisors going _____ = TOTAL: _____

Driver Information (2 drivers are required for 1 vehicle, 4 drivers are required for 2-3 vehicles, 7 drivers are required for 4-5 vehicles)

Only drivers approved by our insurance agency may drive vehicles on SA trips. By signing below, you are indicating your intention of actually going on this trip. All drivers must complete a "License Inquiry Permission Form" to receive approval to drive. Organization must notify the SA Assistant Treasurer ASAP of any driver changes.

Driver #1 Name: _____ Signature: _____

Driver #2 Name: _____ Signature: _____

Driver #3 Name: _____ Signature: _____

Driver #4 Name: _____ Signature: _____

Driver #5 Name: _____ Signature: _____

Driver #6 Name: _____ Signature: _____

Driver #7 Name: _____ Signature: _____

By signing this form, I attest that the requested usage is in support of a specific club activity. I acknowledge that all passengers are current Oneonta students and/or Advisors, and / or users of the gas packets and GPS systems.

President: _____ Signature: _____ Phone: _____

Advisor: _____ Signature: _____ Phone: _____

Office Use Only

Date Received: _____ Driver's Cleared: #1 #2 #3 #4 #5 #6 #7

This request is: APPROVED DENIED by: _____ Date: _____

Stipulations: _____

