

Ball State University Bus Requisition

Transportation Use Only

Contact Information (Please type or print)

Confirmed UB Number

| | | |
|------------------------------------|--|----------------|
| Name | Phone # | Date Submitted |
| Email Address | Responsible University Employee Accompanying Group | |
| Department | Group or Organization | |
| Is accessible equipment needed? | Yes | No |
| University Account # to be Charged | | |

Trip Information (attach separate sheet listing names of *all* passengers)

| | | |
|---------------------|------------------------|------------|
| Purpose of Trip | Estimated # passengers | # of Buses |
| Primary Destination | | |

Departure Information

| | | | | | | | |
|-----------------|----|---|---|----|----|---|----|
| Departure Day | SU | M | T | W | TH | F | SA |
| Departure Date | | | | | | | |
| Bus Report Time | | | | AM | PM | | |
| Bus Leave Time | | | | AM | PM | | |

Return Information

| | | | | | | | |
|---|----|---|---|----|----|---|----|
| Return Day | SU | M | T | W | TH | F | SA |
| Return Date | | | | | | | |
| Anticipated Arrival Time Ball State Campus | | | | AM | PM | | |

| |
|--|
| Initial Pickup Location |
| List all planned stops, preferred routes, and driver instructions. Attach additional sheets if needed. |

Certification: Unless otherwise arranged, all charges will be based on actual miles driven and/or hours required to complete all parts of this trip. A list of passengers for this trip must be provided to the bus driver prior to departure. The vehicle will be used only for authorized Ball State University activities.

| | |
|------------------------|---------------------------------------|
| Signature of Unit Head | Signature of Dean/Administrative Head |
|------------------------|---------------------------------------|

For Transportation Use Only

| | | | |
|-----------------|-----------------------|---------------------|----------------|
| Driver Assigned | Date Driver Confirmed | Confirmed by | Bus # Assigned |
| Driver In | Ending | Amount Billed \$ | Miles |
| Driver Out | Beginning | | Hours |
| # Hours | Total Miles | Actual # Passengers | |