

Loyola College in Maryland Club Sports Program Motor Pool Vehicle Request Form

***MUST BE SUBMITTED WITH TRAVEL ITINERARY FORM**

Enter information regarding the requesting party:			
User Code:	<input type="text"/>	What do I enter for the User Code?	
Department:	<input type="text"/>	Requested By:	<input type="text"/>
EmailAddress:	<input type="text"/>	Phone Number:	<input type="text"/>
Enter the dates and times for requested use. For dates, enter the full year, such as 8-8-2000; for times enter with AM or PM, such as 9 am, 10:15 am, 3:45 pm.			
DepartureDate:	<input type="text"/>	DepartureTime:	<input type="text"/>
ReturnDate:	<input type="text"/>	ReturnTime:	<input type="text"/>
Enter information regarding the proposed use of the vehicle(s):			
Proposed Use:	<input type="text"/>	Destination:	<input type="text"/>
Departmental Approval:	<input type="text"/>	Number of passengers:	<input type="text"/>
Equipment:	<input type="text"/>	Baggage:	<input type="text"/>
Check the types and enter the quantities of vehicles requested:			
15 Passenger Van:	<input type="checkbox"/>	How Many 15 Passengers:	<input type="text"/>
Mini Van:	<input type="checkbox"/>	How Many Mini Vans:	<input type="text"/>
Automobile:	<input type="checkbox"/>	How Many Automobiles:	<input type="text"/>
Handicapped:	<input type="checkbox"/>	How Many Handicapped:	<input type="text"/>
Pickup Truck:	<input type="checkbox"/>	How Many Pickup trucks:	<input type="text"/>
Cell phone:	<input type="checkbox"/>	How Many Cell Phones:	<input type="text"/>