



Senate Van Request Form
Please return this form to the V. P. of Administration
TWO WEEKS prior to the date required!

Club/Organization: \_\_\_\_\_ Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Purpose of travel: \_\_\_\_\_

Member submitting request: \_\_\_\_\_ NJIT E-Mail: \_\_\_\_\_

Number of members travelling (A list of all passengers must be submitted with this form): \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Date(s) needed: \_\_\_\_\_

Time for pickup: \_\_\_\_\_ Return: \_\_\_\_\_

Destination: \_\_\_\_\_

Estimated mileage (Limit: 300 miles, round trip): \_\_\_\_\_ miles

Advisor Trip Approval: Print Name \_\_\_\_\_ Signature -X \_\_\_\_\_

Will the Advisor be present in the van while it is being used?: [ ] Yes [ ] No

DRIVER INFORMATION:

Approved Student Senate Driver's Name: \_\_\_\_\_

If Advisor or Faculty, name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Institute Department employed by: \_\_\_\_\_

Gas and tolls are NOT paid for unless pre-approved by the Student Senate Finance Committee

FOR SENATE USE ONLY

REQUEST:

[ ] Approved [ ] Red (Dodge, fits up to 6 passengers) [ ] Blue (Ford, fits up to 10 passengers)

[ ] Denied, Reason: \_\_\_\_\_

Student Senate V.P. of Administration Signature -X \_\_\_\_\_

Student Senate Advisor Signature -X \_\_\_\_\_