



STEPHEN F. AUSTIN  
STATE UNIVERSITY  
NACOGDOCHES, TEXAS

## Vehicle Request Form

Name: \_\_\_\_\_ Department: \_\_\_\_\_

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

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date Out: \_\_\_\_\_ Time Out: \_\_\_\_\_

Date In: \_\_\_\_\_ Time In: \_\_\_\_\_

### Vehicle Info

Vehicle Type:

How many needed:

Office Use Only

#### 8-passenger Van

Holds 7 passengers and 1 driver

Driver can be any University Affiliate who holds a current van certification from UPD

Cost: \$0.575 per mile, \$20.00 minimum charge

We also have 1 cargo van. Request this in the notes section.

#### 12-passenger Sprinter Van

Holds 11 passengers and 1 driver

Driver can be any University Affiliate who holds a current van certification from UPD

Cost: \$0.83 per mile, \$50.00 minimum charge

#### 52-passenger Bus

Holds 52 passengers and 1 driver

Driver is provided

Cost: \$2.50 per mile, \$100.00 minimum charge.

If trip is overnight, renting department is responsible for driver's meals and accommodation for the entire trip.

Vehicle(s) Reserved:

Name:

Date:

Please return form to:  
Stina Herrera  
Phone: 936-468-5107  
Email: [sherrera@sfasu.edu](mailto:sherrera@sfasu.edu)

Notes: