

Civil and Environmental Engineering

Vehicle Mileage Slip and Reservation Form

Please Complete this section:

Mileage Out:

Mileage in:

Gas Level:

Full
 1/2 Full
 1/4 Full

Which Lot did you park in?

Behind Hollister
 Behind Bard

Trip over 30 miles?

No
 Yes
How many miles over?

**PLEASE NOTE : If below 1/2 tank,
please fill with feul before
returning from your trip**

Driver Name:

Destinations:

Date(s) needed:

Time out:

Time In:

Account Number:

Usage Total:

Charges (use and mileage):

Half Day (Under 4 hours)
 Full Day (Over 4 hours)

Vehicle use:

Instruction
 Departmental
 Student Team
 Research
 Other Use

Extra Mileage Fee*:

*(Mileage Fee assesed at \$.575/mile over 30 miles)

Purpose:

Please be aware of the following policies concerning departmental vehicle use:

- * Daily fee for use of the CEE Vehicle is \$60 per day or \$30 under 4 hours
- * You must be a registered user on the Agile (Fleet Management) system and have a valid "Driver History Questionnaire" on file with the CEE main office
- * Department Vehicles are for BUSINESS use only; no personal use, moving furniture, ect.
- * When returning the vehicle, it's your responsibility to ensure that you have legally parked
- * **You are responsible** for the payment of any parking tickets or traffic violations resulting from your use of the Department Vehicles
- * Department vehicles may not be taken off of paved roads.

Emergency Contact Numbers:

During normal business hours:

Main office: (607)255-3438

After normal business hours:

Paul Charles: (607)351-6210

Joe Rowe: (607)562-8304