

Pool Vehicle Request

Community Engagement and Collaborative Learning Network
Community Partnerships for Social Change
Hampshire College

Please submit documents to CPSC, FPH G-1

Trip Info

Departure Date & Time: _____

Return Date & Time: _____

Trip Destination: _____

Purpose of Trip: _____

Defensive Driver(s): _____

Driver phone #s: _____

In case of emergency-
College Contact Person: _____ Phone: _____

Budget Info

Name of budget unit sponsoring trip: _____

Account # of budget unit sponsoring trip: _____

Budget Manager: (Print) _____

(Signature) _____

Please check one: **Van-1** **Van-2**

Approval: _____ Date: _____

Start Mileage: _____ Finish Mileage: _____

Total Miles: _____ @ \$0.54/mile = Total Charge: \$ _____

Total charge should be paid to Account # 900-10743-63070

[NOTE: Please be aware that there is a \$500 deductible for any accidents in Hampshire College vehicles. The borrowing budget # will be charged and held responsible for any damage to the vehicle that occurs during this trip. Please leave the vehicle in the condition you found it. Remove all trash and return the gas level to how you received it. Thank you for your consideration.]