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.]