

Fleet Vehicle Office  
Facilities Management Ctr.  
Witzel Avenue  
Oshkosh, WI 54902  
Phone: 920-424-3466  
920-424-0259



## REQUEST FOR USE OF FLEET VEHICLE

Name of Driver(s) (Please Print): \_\_\_\_\_

Dept. to be Charged: \_\_\_\_\_ Account No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Destination: \_\_\_\_\_ Vehicle **Pick-up** Date & Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ <sup>AM/PM</sup> \_\_\_\_ : \_\_\_\_

Vehicle **Return** Date & Time: \_\_\_\_/\_\_\_\_/\_\_\_\_ <sup>AM/PM</sup> \_\_\_\_ : \_\_\_\_

Purpose of Trip (specifically stated – not general statement such as “attend conference” or “perform research”): \_\_\_\_\_

\_\_\_\_\_

Number of Vehicles Needed

Type of Vehicles Needed

Number of Travelers: \_\_\_\_\_

List any Additional Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_

----- **Sedan** – 4 Passengers

----- **Minivan** – 7 Passengers

----- **4WD SUV** – 9 Passengers

----- **Turtle-Top Bus** – 14 Passengers

Estimated Cost of Trip: Sedan or Minivan: \*Miles x \$0.40 per mile = \_\_\_\_\_

(\*Minimum Charge of 50 miles per day) 4WD SUV (9 Passenger): \*Miles x \$0.50 per mile = \_\_\_\_\_

Turtle-Top Bus (14 Passenger): \*Miles x \$0.55 per mile = \_\_\_\_\_

Name of Person Requesting Vehicle:

(Please Print) \_\_\_\_\_ Signature: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ E-mail for Confirmation: \_\_\_\_\_

Name of Authorizing Individual:

(Please Print) \_\_\_\_\_ Signature: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**SMOKING IS NOT ALLOWED IN FLEET VEHICLES**  
*Do not write below this line – Fleet Vehicle Office use only*

To: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Fleet Vehicle Dispatcher: \_\_\_\_\_

Fleet Vehicles are currently all assigned. You are on the waiting list.

Your request for a Fleet Vehicle has been scheduled as requested above.