

BUS REQUEST FORM

SUNY Cortland Physical Plant

Transportation Department

Service Group, 753-2129

Instructions

- It is advised that you call the Transportation Department, prior to submitting your request, to check bus availability.
- Please complete your request and submit to **SGA Treasurer** at least **fifteen (15) business days** before event.
(This only applies to student organizations)
- The **Transportation Department** requires this form to be received **ten (10) business days** prior to event.
- **Buses will *only* be scheduled with a completed Bus Request Form**
- Buses are generally available for use between **6 a.m. and midnight**
- Destinations must be within a **200 mile radius of campus**.
- Passengers must be university affiliated.

Departure

Date _____ Time _____ AM/PM
Campus Location _____
Destination: Name of Establishment _____
Street Address _____
City _____ Zip code _____

Return

Date _____ Time of departure _____ AM/PM
Pick-up Location _____
Street Address _____
City _____ Zip Code _____
Campus drop-off location _____

Name of Student Organization _____

Purpose of Trip _____

Number of Passengers _____

Account # _____ (required)

Bus Administrator

Name _____
Title _____

Cell phone number _____

E-mail address _____

Signature _____

Name of person submitting request _____

Requester's e-mail address _____

Estimate your cost:

of round-trip miles _____ X \$2.00 = \$ _____
(400 miles, maximum)

+

NDT in hours _____ X \$35.00 = \$ _____

NDT (Non-driving time) = time between reaching each destination
departure from same.

Total Estimated Cost: \$ _____

Vehicle Request Approved as Official University Business

SGA Treasurer Approval _____

Date _____

Vice President Approval _____

Date _____

TRANSPORTATION DEPARTMENT USE

Non-driving time (billed @ \$35 per hour):

Start: _____ Stop: _____ Start: _____ Stop: _____

Start: _____ Stop: _____ Start: _____ Stop: _____

Start: _____ Stop: _____ Start: _____ Stop: _____

Starting mileage: _____

Ending mileage: _____

Total mileage: _____

Driver name: _____ Bus # _____

FOR BUSINESS USE: Recharge/Billing Information

Actual miles _____ X \$2.00 = \$ _____

NDT in hours _____ X \$35.00 = \$ _____

Total Amount of recharge \$ _____