

VEHICLE RENTAL FORM

The Bureau of Finance requires that invoices for vehicle rental be accompanied by pertinent information.

PLEASE COMPLETE AND ATTACH TO THE INVOICE RETURN TO ACCOUNTS PAYABLE, FINANCIAL SERVICES, D-232

1. Purpose of trip

2. How many persons are included in this transportation invoice?

Students

Faculty

Other

3. Destination of travel

Signed _____

Department _____

Date _____