

Paris Junior College
College Vehicle Travel Authorization Form

Name: _____

Reason for Travel: _____

Location: _____

Date(s) of Travel: _____

Departure time _____ Return time _____

Account to Be Charged: _____

Type of vehicle: Bus _____ Van _____ Sedan _____

Employee Signature

Date

Action of the Supervisor:

_____ Approved _____ Not Approved

Vice President/President

Date

Note: Form must be completed, approved, and turned in to Maintenance to reserve a college vehicle.