



Northwest Louisiana Technical Community College
Personal Vehicle Request/*Rental Upgrade Request
(This form must be accompanied by a Request for Travel form)

Traveler's Name: _____

CAMPUS _____

	DATE		TIME		DESTINATION
Departing on	_____	at	_____	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	_____
Returning on	_____	at	_____	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	_____

Purpose of Travel: (required) _____

Type of Request: Use of Personal Vehicle *Rental Upgrade
*Per PPM49, a request for larger vehicle may be approved if transporting more than 2 people.

Reason for Request

Certifications

I herby certify that this travel will be performed in accordance with regulations set forth by the Louisiana Division of Administration and the policies of Louisiana Technical College and have informed myself of these policies and regulations.

I also cetify that if choosing to use my personal vehicle, as stated on the Request for Travel Authorizatoin form, I understand I will only be reimbursed for up to 99 miles at .655 per mile.

Signature of Employee/Traveler _____ Date: _____

Signatures Required for Approval

Chancellor _____ Date: _____

Finance and Administration _____ Date: _____

Authorization must be approved prior to travel.