

Lion Traxx Shuttle Reservation
Southeastern Louisiana University
Hammond, Louisiana

Organization: _____ Date: _____

I. Request for use of University Vehicle

Reservations made only upon receipt of this form by Shuttle Services. Reservations to be made as far in advance as possible

Date of Trip: _____

Number of Shuttle Requested: _____

Number of Persons making trip: _____

Destination: _____

Time of Departure: _____

Pick-Up Location: _____

Time of Return: _____

Purpose of Trip: _____

Budget Unit to charge: N/A _____

Expenditure Code: N/A _____

Mailing Address: _____

Contact Name/Number: _____

II. Approval of Request

University vehicles are to be used only for official university sponsored functions. Any cancellation or change in this trip must be submitted in writing to Shuttle Services within a reasonable time prior to trip. If written notice is not received as indicated the department or group will be charged with 3 hours of driving time for the shuttle.