



Please attach completed form to Travel Request Form and mail to Jared Peden, University Libraries Finance & Accounting, Main Library.

Name

Department

Email

Delegate's email (if applicable)

Destination:

Reason for Traveling:

Street:

City/State/Zip:

Type of Vehicle Preferred:

Date and Time of Departure:

Date and Time of Return:

Expected Mileage:

Person Responsible for Driving:

Number of Associates Traveling:

To be filled in by Libraries Finance & Accounting Staff:

Vehicle rented from:

Reservation Number: _____

Hertz

Enterprise

UGA Motorpool