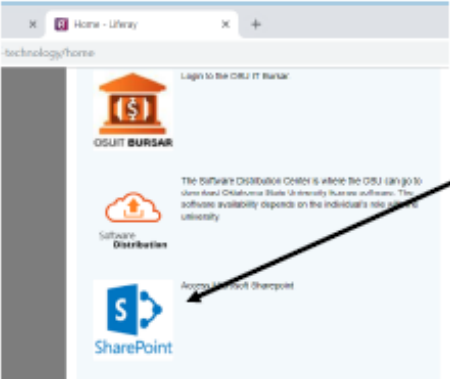


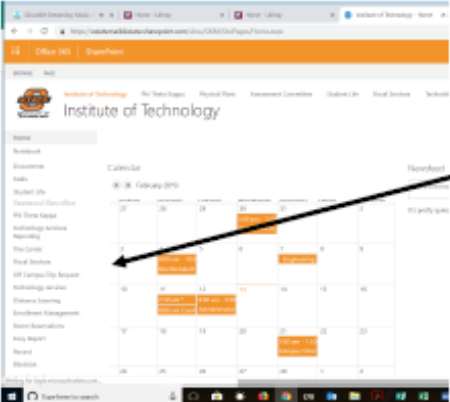
# RESERVING A VEHICLE FOR A STUDENT ORGANIZATION TRIP



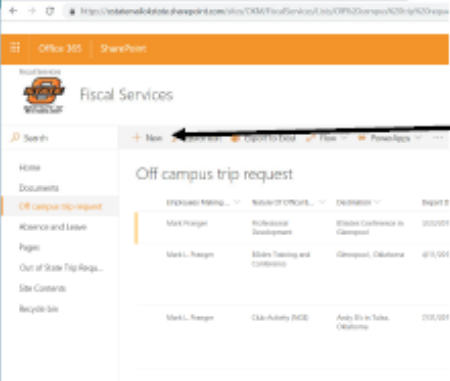
TO RESERVE A CAR FROM THE MOTOR POOL

From the Banner Home page, click on SharePoint.

You will be take through a series of log in screens. Enter your email address and email password.









Click on Off Campus Trip Request.



Click on New

# Off Campus Trip Request

Employees making trip	<input type="text"/>
CWID	<input type="text"/>
Nature of official business	<input type="text"/>
Destination	<input type="text"/>
Depart date and time	<input type="text"/>  <input type="text"/>
Return date and time	<input type="text"/>  <input type="text"/>
Designated driver	John Doe  
Driver's License Expiration Date	<input type="text"/> 
Is this an out of state trip?	<input type="text"/>
Transportation	<input type="text"/>  Choose Vehicle Type
Lodging Needed?	<input type="text"/>
Emergency contact name	<input type="text"/> Drivers Emergency Contact

Emergency contact number	<input type="text"/>

### Department Leased Vehicle Information

Department leased vehicle number	<input type="text"/> <span style="color: red; font-size: small;">Leave Blank</span>
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### Estimated Expenses Not needed for Club trips

Per Diem (meals):	<input type="text"/>
Transportation:	<input type="text"/>
Registration:	<input type="text"/>
Other Expenses:	<input type="text"/>
Lodging	<input type="text"/>
Airfare:	<input type="text"/>

Total Expenses	0
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Traveler Comments	<input type="text"/>
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Purchasing Comments	<input type="text"/>
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<b>Applicant</b>	<p><b style="color: red;">You are the applicant</b> </p> <p>By submitting this request, I affirm that I will not use a cell phone or hand-held electronic device while operating a motor vehicle for the University. Failure to comply could result in personnel action. I acknowledge that failure to have a valid driver's license while operating a motor pool vehicle will result in termination. I attest that I have an emergency notification number and emergency contact number entered under my O-Key profile and have my driver's license number and expiration date on file with Human Resources.</p>
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