



VEHICLE USE APPLICATION

Date _____

FOAPAL

7412

Fund

Organization

Account

Program

Activity

Please Print

Name of Applicant

Division / Department

Work Phone Number

Campus Location

Reason for Use

Destination

Date Required

Time Required

Date to be Returned

Estimated Return Time

Name of Driver

Alternate Driver (if applic)

Are you currently under any driving suspensions?

Are you currently under any driving suspensions?

 Yes No Yes No**** LICENSE MUST BE PRESENTED AT TIME OF PICK-UP - NO EXCEPTIONS ****

If Employees Are Assigned to Multiple Campuses and are Using a College Vehicle to Commute Between Locations, a Taxable Benefit May Arise. Employees are to Complete a Fleet Vehicle Mileage Log (My Okanagan-Supply Management Services) to Mitigate any Potential Tax Implications. Fleet Vehicle Mileage Logs Should be Submitted to Payroll.

 Instructional Meeting Field Trip Conference Professional Development

Preferred Vehicle Type

 Car - Passenger = \$0.50 / Kilometre 6 Passenger Van = \$0.50 / Kilometre**NOTE: ALL TRAFFIC VIOLATIONS ARE THE RESPONSIBILITY OF THE DRIVER!**_____
*Budget Manager / Approver, Name - Please Print*_____
*Driver, Name - Please Print*_____
*Budget Manager / Approver - Signature*_____
*Driver - Signature***CENTRAL STORES USE ONLY**Valid Driver Licence presented at the time of booking Yes

Vehicle Assigned

License Plate Number

Gas Card Required

 Yes No

Date Out

Kilometres Out =

Time Out

Kilometres In =

Date In

Kilometres Driven =

Time In

Kilometre Rate =

Total Cost of Vehicle Use

Vehicle Signed Out By

Vehicle Signed In By

*Stores Signature*_____
Stores Signature