

**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.

Reservation Approved: \_\_\_\_\_

Shuttles Assigned: \_\_\_\_\_

Date: \_\_\_\_\_

Remarks: \_\_\_\_\_