

Glenville State University Fleet Travel Authorization Form

Date of Request:		Travel Dates:		TA #	
Name of Traveler (Group):					
Name of Unit:		Unit P-Cardholder:			
Destination:		Travel Purpose:			
Type of Vehicle Needed:					

Unit Funding Information

Fund	Sub-Fund	Unit	Object	Sub-Object	Function Code

Comments (If Necessary)

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Required Signatures

Approved By:		Approved By:	
	Traveler		Unit Head or Area Vice President
Approved By:		Approved By:	
	Grants & Compliance Director (if grant funded)		Fleet Manager (Cody Moore/Tom Ratliff)

The Fleet Manager's signature signifies that the fleet vehicle listed is approved and arranged. NOTE: Fleet Vehicle assignments are assigned by the Fleet Manager and all fleet request must be processed by GSU Fleet Manager.