



# Louisiana Tech University

## REQUEST AND AUTHORIZATION FOR TECH BUS

**\*\*IT IS REQUIRED THAT ALL PASSENGERS THAT ARE NOT EMPLOYED BY LOUISIANA TECH MUST COMPLETE THE NON-STATE EMPLOYEE ACKNOWLEDGMENT FORM BEFORE THE START OF THE TRIP\*\***

Department Requesting Bus: \_\_\_\_\_

Destination: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Time of Return: \_\_\_\_\_

Number making the trip: Faculty/Staff \_\_\_\_\_ \*Non-University \_\_\_\_\_ \*Students \_\_\_\_\_

*\*By submitting this form, you certify that an Indemnification Form (formerly Hold Harmless) for each Non-University personnel and student has been completed and is on file in your department.*

Purpose of trip: \_\_\_\_\_

\_\_\_\_\_

Department Cost Center: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

### APPROVALS

Department Head's Signature: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_

\_\_\_\_\_

Bus Driver(s): \_\_\_\_\_

Beginning Mileage: \_\_\_\_\_ Ending Mileage: \_\_\_\_\_

Trip Mileage: \_\_\_\_\_ Charge: \$ \_\_\_\_\_