



# 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 \_\_\_\_\_ Students \_\_\_\_\_

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

\_\_\_\_\_

*\* Itinerary is required for each request. Please attach to request form before submitting to Physical Plant*

\_\_\_\_\_

Department Cost Center, Program, Gift or Grant: \_\_\_\_\_

\_\_\_\_\_

### APPROVALS

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

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