

**THE CITADEL**  
THE MILITARY COLLEGE OF SOUTH CAROLINA  
CHARLESTON, SOUTH CAROLINA

To: Director of Physical Plant  
Thru: Head of Department/Activity  
Subject: The Citadel Bus Request Date \_\_\_\_\_

(Complete in triplicate and submit all copies at least two weeks prior to trip.)

Requested By: \_\_\_\_\_ Department; \_\_\_\_\_ Phone: \_\_\_\_\_

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

Purpose of Trip: \_\_\_\_\_

\_\_\_\_\_ Estimated Round Trip Mileage: \_\_\_\_\_

CHARGE COST TO: \_\_\_\_\_  
(Dept. or Activity) (Dept. Number) (Account Number)

Cost will be per mile based on bus speedometer readings on departure from and return to The Citadel Motor pool.

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

Date of Return: \_\_\_\_\_ Estimated Time: \_\_\_\_\_

Location where bus in to be spotted for loading or departure: \_\_\_\_\_

Name of individual on bus who will be in charge of the passengers: \_\_\_\_\_

Requestor: \_\_\_\_\_

Approved (Dept. Head): \_\_\_\_\_

Action by Vice President for Administration: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Approved by Director of Physical Plant

Memorandum To: The Comptroller Date: \_\_\_\_\_

From : The Director of Physical Plant

Subject: : Reimbursement of Citadel Bus Usage

1. Odometer Readings: Departure \_\_\_\_\_ Return \_\_\_\_\_ Net \_\_\_\_\_

2. Request that \_\_\_\_\_ be charged \$ \_\_\_\_\_ for this trip and this amount be credited to Grounds and Vehicles 70010-A008-62020.

Director Physical Plant