



VEHICLE RESERVATION REQUEST FORM

READ PRIOR TO COMPLETING FORM:

- Your request must be fully completed and returned before any reservation will be confirmed.
- Reservations made less than one week in advance will be subject to a \$250 expedited fee.
- Reservations or significant changes made to a previous reservation less than 2 business days before the trip will be subject to a \$100 surcharge.
- Bus drivers are supplied by Camp Wagner/Lake Region Conference.
- Overnight trips require a private hotel room for the driver (s).
- Vehicles available: 1 Bus (44 passenger), 1 Truck w/ 18 foot trailer

I have read and agree to the above statements.

Church/Group: _____ Date Submitted (Today's Date): _____

Person requesting reservation: _____ Title (if church) _____

Contact phone number: _____ Cell (required) _____

Type of trip: _____

Number of people going (See notes above for vehicle sizes available): _____

Requested Driver (Camp Director makes the final decision on trip drivers): _____

Departure

Date of Departure: _____ Loading Location: _____

Loading Time: _____ Departure Time: _____ Intended Arrival: _____

Destination Address (if multiple destinations or multi-city, please attach a full itinerary, including full addresses and times):

Return

Date of Return: _____ Loading Location: _____

Loading Time: _____ Departure Time: _____ Intended Arrival: _____

Return Address: _____

Please attach completed form to an email and send to campwagner@lrcsda.com

FOR OFFICE USE ONLY

Date Received _____ Check # _____ Approved _____ Denied _____ Returned for Revision _____

Assigned Driver (s) _____

Starting Mileage _____ Ending Mileage _____ Fuel _____

Pre-trip notes: _____

Post-Trip Notes: _____