

**VALDOSTA STATE UNIVERSITY TRIP TICKET**  
**University Policy Requires Seat Belts to be Worn At All Times**  
**Vice President for Academic Affairs Office**

Date:  Vehicle Description and Number:

Odometer Reading – Starting:  Odometer Reading – Ending:

Date Returned:

Comments:

Operator's Signature: \_\_\_\_\_

Department:

**NOTE:** This form must be completed and returned with keys to Academic Affairs. Vehicles will be picked up and returned to the Oak Street Parking Lot.