



Messiah United Methodist Church

Transportation Request

Updated 1/28/2015

Date of Request: _____

Name of Requestor: _____

Ministry or Committee: _____

E-Mail address: _____

Vehicle Requested:

- #1 2014 15 passenger w/rear storage
- #2 2011 15 passenger w/rear storage
- #3 2003 14 passenger w/rear fold down seats

Number of people traveling: _____

Destination: _____

Purpose of Trip: _____

Departure from Messiah:

Date & Time: _____

Return to Messiah:

Date & Time: _____

Driver: _____

Cell Phone: _____

E-Mail address: _____

If you are at Church at the time you are making the request, please log this request on the master calendar at the front of the vehicle binder, found in the work room. If the trip is longer than 72 hours, please notify a member of the Transportation Committee and place a request for special trip insurance, as needed.

Requestor's Signature

Office Use Only	
	Date: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved; Reason: _____	
_____ _____ _____	
Transportation Committee Member	

If you are filing a request by e-mail, please send to trans@messiahumc.org. The request will be reviewed and placed on the calendar if approved. You should receive notification of status within 72 hours.