

VIP ADvANTAGE SERVICE NON-WORK RELATED TRAVEL NOTIFICATION

Agencies must notify the Vanpool Office of any non-work related travel at least two days prior to travel.

Complete the unshaded portion of this form and fax to (847) 228-2309.

Van # _____ **Agency** _____ **Date** _____

Date(s) of Travel _____

Region of Travel

Reason(s) for Travel

Approximate Round Trip Mileage _____

FOR VANPOOL USE ONLY

Approval given to agency on _____

Copy sent to Risk Management on _____

Signature--Vanpool Services Representative