CHAPMAN
University

TRIP MANIFEST

A Trip Manifest Form **must** be completed and turned into the Public Safety office ***PRIOR*** to use of a university vehicle.

DATE: _____ VAN #: _____

DESTINATION: _____

DEPARTMENT: _____

CONTACT INFORMATION: _____

DRIVER: _____ / _____
(***Print Name***) (***Signature***)

PASSENGERS

LAST NAME	FIRST NAME

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