

DRAKE UNIVERSITY TRAVEL PERMIT REQUEST

(Approved by the University's (Faculty-Staff-Student) Parking Committee)

The Temporary Travel Permit is available for athletes, student groups and Drake employees for Drake sponsored events. This special permit will allow you to park your vehicle in designated parking spaces in either the Tennis Lot (#4) or West Village Lot (#29).

The person requesting the permit is responsible for getting approval from the Associate Dean of Students (For Students) or your direct supervisor (For Faculty / Staff).

This completed form must be brought to Security during normal business hours and approved by Security 24 hours prior to parking. The permit must be returned to Security within 24 hours of returning to campus or an illegal parking fine will be billed to your account.

Name of Person Requesting Travel Permit: _____

Banner ID #: _____ Today's Date: _____

Dates of Travel: Leaving Campus _____ Returning to Campus _____

Signature of Approving Dean or Direct Supervisor: _____

Printed Name of Approving Dean or Direct Supervisor: _____

-----ForSecurityUseOnly-----

Date Permit Request Submitted: _____ Time of Day: _____

Temporary Travel Permit # Issued: _____

Date Permit Picked Up: _____ Initials for Permit Pick Up: _____

Date Permit Returned: _____ Initials for Permit Return: _____