

## Transportation Services

### Voucher Request Form

The Voucher Request Form enables departments to utilize **Elite Plus**, a black car service vendor that supports the University in its transportation needs. The car service voucher is the method of payment for departments. Departmental users only need to hand a **VIP card** or **voucher** to the Elite driver, the voucher users will retain one of the copied slips for their records. Elite will only invoice the Transportation office which, will subsequently bill the respective departments through FFE via Interdepartmental Invoice.

Departments will be responsible for the vouchers acquired and are urged to secure them. Please fill out the following information with a **departmental authorized signature**.

Please be advised that **Elite Plus** must be notified within 15 minutes of any cancellation. Total amount will be charged if notification is not given. Vouchers must be picked up by a representative of requesting department.

**Voucher pick- up location:  
Transportation Services  
2950 Broadway  
Journalism Bldg. Room 106  
Tel: 212-854-3382 Fax: 212-854-4421**

Department's Name: \_\_\_\_\_

Department's number: \_\_\_\_\_

Account number: \_\_\_\_\_

Number of Vouchers Requesting: \_\_\_\_\_

Person Picking up Vouchers: \_\_\_\_\_

Department Head/DAF Print Name: \_\_\_\_\_

Department Head/DAF Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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***For Transportation Department Use Only***

Vouchers Sequence: \_\_\_\_\_

Distributor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Collector's Signature: \_\_\_\_\_ Date: \_\_\_\_\_