



## Motor Coach Reservation Form

The Motor Coach Reservation Form must be completed and signed by an Authorized Representative and faxed to the VCC Director at 601.630.2910 or emailed to [annette@vicksburg.org](mailto:annette@vicksburg.org). Once received and approved, the VCC Director will sign the form and fax or email back to the authorized representative confirming the reservation. The motor coach is for the purpose of providing transportation to and from events and tourist destinations for the clients at the Vicksburg Convention Center, for programs provided by the Senior Center, Main Street city events, tour events or special events sponsored by the Vicksburg Convention and Visitors Bureau and city related events/functions by the City of Vicksburg. The motor coach is not to be utilized by private entities or for the benefit of private programs.

### SHUTTLE REQUEST CONTACT INFORMATION

Please "X" the appropriate category      The Senior Center      Vicksburg Convention Center      VCVB      Main St.

☒ City of Vicksburg

Date of Request: **Tuesday, February 13, 2018**

Authorized Representative: **Mayor George Flaggs/Debra Robinson Goodman**

Date/s of inquiry: **Thursday, February 15, 2018**

Name of Group: **City Employees**

Number of attendees **20**

### TRIP INFO

Date of Trip	Time of Departure	Origin	Destination	Time of Return	Estimated Mileage
02/15/18	1000a	City Hall Annex Bldg	ERDC/3909 Halls Ferry Road	12 Noon	
This section to be filled out by Driver					
	Beginning Mileage	Ending Mileage	Gallons used		

Est. # (4 min) of hours

Driver Rate

Total

\$30.00

\$0.00

Miles

Rate

Total

0.54

\$0.00

\$0.00

Signature of Requester

Date

(By the signing of this form I state that this request is for a city related event or tourism function as listed in the approved Rules & Regulations)

Signature of VCC Executive Director

Date