

The University of Alabama in Huntsville MOTOR POOL VEHICLE CHECKOUT FORM

Part I Application for Use of University Vehicle for Official Business

Name of person who will drive _____ UAH Employee: Yes No*

Phone Number: _____ Auto 8 Pass Van 15 Pass Van

Name of Budget to be charged _____ Budget Number to be charged _____

Destination: City(ies) _____ State(s) _____

Purpose of the Trip _____

Date of Travel _____ Time Leaving _____ Expected Return _____
 A.M. P.M. A.M. P.M.

Does driver have valid driver's license? Yes No Requested by: _____
Budget Unit Head

State of _____ Approved by: _____
Dept. Chair, Director, or Dean (Required only if different from Budget Unit Head)

Lic. No. _____ Exp. Date _____ Approved by: _____
Executive Administrator (Required for approval of non-University driver)

* If non-University employee will be driving, this form must be submitted to appropriate Executive Committee Member for approval.

Part II Travel Certificate of Approval

Travel is hereby authorized via University vehicle as follows: _____ Date _____

License Tag No. _____ Vehicle Make & Number _____

Approved _____ Title _____
Motor Vehicle Pool

Was credit card issued? Yes No If yes, kind(s): _____ No. _____

Was credit card returned? Yes No _____ No. _____

Part III Report

Please note problems, if any, with vehicle _____

For Motor Pool Use Only

Auto 8 Pass Van 15 Pass Van

Speedometer Reading End of Trip _____ Minimum Charge _____
\$25/day \$30/day

Speedometer Reading Beginning of Trip _____ Charge per Mile _____
\$25 \$40

Total Number of Miles Covered _____ Total Charge for Trip _____

UNIVERSITY-OWNED VEHICLES ARE FOR OFFICIAL UNIVERSITY BUSINESS ONLY, AND NOT FOR STUDENT GROUPS

Account Debited	Date	Description	Amount	Account Credited
4 2 2 8 6 0				J V 3 2 3 8 7 0 0 7 0 8 0 0
1 2 3 4 5 6 7 8 9 10 11 12	19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69			
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