

The University of Alabama In Huntsville

MOTOR POOL VEHICLE CHECKOUT FORM

Part 1- Application for Use of University Vehicle Official Business

REQUEST DATE: _____

Employee Student Volunteer Other

Driver's Name: _____

Phone#: _____ Vehicle Type Requested: Auto 7 Pass SUV 8 Pass Van 12 Pass Van

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

Purpose of Trip: _____

Dates: Pick Up Date: ___/___/___ Pick Up Time: ___:___ Return Date: ___/___/___ Return Time: ___:___

I have read and understand the Motor Vehicle Safety Program located at

www.uah.edu/facilities-and-operations/facilities/fleet

Driver Signature

SIGN HERE

If Non-University Individual will be driving, this form must be submitted to Fleet Services for Approval.

Approved By: _____

Name of Budget to be Charged: _____ Budget#: _____

I understand that if the vehicle is damaged while assigned to my department, my budget is responsible for the deductible.

Approved By: _____

Dept.Chair,Director, Dean or Budget Unit Head

SIGN HERE

Please list any problems with vehicle, if any: _____

For Motorpool use only

Part II - Travel Certificate of Approval

Make: _____ Model: _____ License Tag # _____

UAH Vehicle#: _____ Approved: _____ Title: _____

Credit Card Issued: YES NO If yes, Card type & Number: _____

Credit Card Returned: YES NO Card type & Number Returned: _____

Part III - For Motor Pool Use Only

Auto 7 Pass SUV 8 Pass Van 12 Pass Van Vehicle Number _____

End Odometer Reading: _____ Minimum Charge: _____ _____
(Car \$35/Day) (\$0.46/Mile)

Minimum Charge: _____ _____
(7 or 8 pass \$60/day) (\$0.60/mile)

Start Odometer Reading: _____ Minimum Charge: _____ _____
(12 pass \$65/day) (\$0.65/Mile)

Total Miles Driven: _____ Total Charge for Trip: _____