

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 8 Pass Van 12 Pass Van SUV

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

Purpose of Trip: _____

Dates: Pick Up Date: _____ Pick Up Time: _____ Return Date: _____ Return Time: _____

Driver Info: Driver License# _____ State of: _____ Expiration Date: _____

I have read and understand the Motor Vehicle Safety Program located at www.uah.edu/facilities-and-operations/facilities/fleet

SIGN HERE

Driver Signature

If a 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 if the vehicle is under five model years and the total value of the damage if the vehicle is over five model years.

Approved By: _____

SIGN HERE

Dept.Chair,Director, Dean or Budget Unit Head

Return completed form to Thresa.Shelton@uah.edu, PPB 124, or fax to 256-824-2341.

Please list any problems with vehicle, if any: _____

For Motorpool use only

Part II - Travel Certificate of Approval

Travel is hereby Authorized for Individual listed above to operate vehicle:

Make: _____ Model: _____ License Tag # _____

UAH Vehicle#: _____ Approved: _____ Title: _____

YES NO

Credit Card Issued: If yes, Card type & Number: _____

YES NO

Credit Card Returned: Card type & Number Returned: _____

Part III - Charges

Auto 8 Pass Van 12 Pass Van SUV

End Odometer Reading: _____ Minimum Charge: _____
(Car\$25/Day) (Van/SUV \$30/Day)

Start Odometer Reading: _____ Minimum Charge: _____
(\$0.25/Mile) (\$0.40/Mile)

Total Miles Driven: _____ Total Charge for Trip: _____