

The University of Alabama In Huntsville
MOTOR POOL VEHICLE CHECKOUT FORM

Veh# _____

Part 1- Application for Use of University Vehicle Official Business

REQUEST DATE: _____

Employee Student Volunteer Other

Driver's Name: _____

Drivers License State: _____ Number: _____ Expr Date: _____

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

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

Purpose of Trip: _____

Pick Up Date: _____ mm/dd/yy	Return Date: _____ mm/dd/yy
Pick Up Time: _____	Return Time: _____

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

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

Budget#: _____ Approved By: _____
Dept.Chair,Director, Dean or Budget Unit Head

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

Approved By: _____ Title: _____

For Motorpool use only

Part II - Travel Certificate of Approval

Make: _____ Model: _____ License Tag # _____

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

Credit Card Returned: YES NO Approved: _____

Part III - For Motor Pool Use Only

Auto 7 Pass SUV 8 Pass Van 12 Pass Van

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: _____