The University of Alabama In Huntsville
MOTOR POOL VEHICLE CHECKOUT FORM

Part I - Application for Use of University Vehicle for Official Business

Request Date: ____________________________

Driver’s Name: ____________________________

Driver’s License State: ____________________ Number: _______________________________ Exp. Date: ____________________

Vehicle Type Requested

- [ ] Auto
- [ ] 7-Passenger SUV
- [ ] 8-Passenger Van
- [ ] 12-Passenger Van

Phone#: ____________________________

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

Purpose of Trip: ____________________________

Choose Pick Up Day

<table>
<thead>
<tr>
<th>Pick Up Date:</th>
<th>Return Date:</th>
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Choose Pick Up Time

<table>
<thead>
<tr>
<th>Pick Up Time:</th>
<th>Return Time:</th>
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☐ I have read & understand the Motor Vehicle Safety Program at www.uah.edu/facilities-and-operations/facilities/fleet

☐ Driver Signature

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

Budget #: ____________________________

Approved By: ____________________________

Title: ____________________________

If a non-University individual will be driving, this form must be submitted to Fleet Services for final approval.

Approved By: ____________________________

Title: ____________________________

Part II - Travel Certificate of Approval

For Motorpool Use only

Make: ____________________________

Model: ____________________________

License Plate #: ____________________________

Credit Card Issued: YES NO

If yes, Card type & Number: ____________________________

Credit Card Returned: YES NO

Approved: ____________________________

Part III - Mileage & Cost

☐ Auto

☐ 7-Passenger SUV

☐ 8-Passenger Van

☐ 12-Passenger Van

End Odometer Reading: ____________

Minimum Charge: ____________

Car $35/day $(0.46/mile)

Start Odometer Reading: ____________

Minimum Charge: ____________

7/8 pass $60/day $(0.60/mile)

Total Miles Driven: ____________

Minimum Charge: ____________

12 pass $65/day $(0.65/Mile)

Total Trip Charge: ____________

Return completed form to Fleet Services, PPB 124, or email to fleetsvcs@uah.edu