

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: _____

Phone#: _____

Vehicle Type Requested Auto 7-Passenger SUV 8-Passenger Van 12-Passenger Van

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

Purpose of Trip: _____

Pick Up Date: _____ **Choose Pick Up Day** Return Date: _____

Pick Up Time: _____ Return Time: _____

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

If a 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 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