Motor Pool: Vehicle Request Form

Please print this form and scan to motorpool@mtsu.edu or forward to Motor Pool Services, Box 32.

**Location of Key Pick Up:** Holmes Building / 836 Champion Way, Murfreesboro, TN 37132

**Location of Key Drop Off:** ‘Key Box’ mounted on the wall of the Bayer-Travis Building (next to gas pumps).

Please follow this protocol *during and after* business hours.

For reservation assistance, please call (615) 898-2415.

**Purpose of Travel:**

**Name of Driver:** ___________________________________________ Ext: __________________

**Department:** _____________________________________________

**Date of Pick Up:** ____________________ **Date of Return:** ____________________

**Time of Pick Up:** ____________________ **Time of Return:** ____________________

**Destination:** __________________________

☐ In State  **Travel Code:** ______________________

☐ Out of State  **Index Number:** ___________________

**Estimated Mileage (Round Trip):**  __________

**Number in Party:** ______________

**Additional Comments:**

______________________________

**Drivers:**

1)__________________________________ 1)__________________________________

2)__________________________________ 2)__________________________________

3)__________________________________ 3)__________________________________

4)__________________________________ 4)__________________________________

**Driver’s License #, State, and Expiration:**

______________________________

**Signature of Department Head:** ____________________________________________

*Signature of Approving Authority: ________________________________

*Signature: University policy requires the appropriate approving authority’s signature only when traveling out of state.

For details on Motor Pool services and procedures, see MTSU Policies 687 and 658.

**Travel Code:**

73110 = In-State Travel

73210 = Out of State Travel

73310 = In-State Group Travel  73410 = Out of State Group Travel