

Vehicle Request Form

Complete this form, print, obtain appropriate signatures, and fax to (615) 898-5071 or forward to Motor Pool Services, Box 32.

For reservations and/or assistance, call (615) 898-2415

Indicate your division:

- Academic Affairs
- Business & Finance
- President's Office / Athletics
- Student Affairs
- Development & University Relations
- Information Technology
- Other

Type of Travel:

- Instruction
- Department Research / Contracts / Grants
- Cheerleaders
- Administration
- Other (Specify)

Student Activity:

- Athletics
- Continuing Education and Extension
- Debate
- Band
- Other (Specify)

Purpose: _____

Date to pick up key: _____

Date of return: _____

Time to pick up key: _____

Time of return: _____

Destination: _____

Number in party: _____

Department name: _____

Travel Account Code: _____

Index Number: _____

Estimated mileage: _____

Additional Comments:

Person Requesting Vehicle (Print/type): _____

Phone: _____

Box #: _____

Drivers:

Driver License #:

1 _____

1 _____

2 _____

2 _____

3 _____

3 _____

Approved, Department Head Signature: _____

** Signature of Appropriate Vice President: _____

** University policy requires the appropriate Vice President's signature only when one person is traveling out of state. For details on Motor Pool Services and procedures, see MTSU Policies Manual IV: 02:01