



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:

Driver’s License #, State, and Expiration:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

- 1) _____
- 2) _____
- 3) _____
- 4) _____

*Signature of Appropriate 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.

****Number in Party:** 1-4 Passengers = Sedan | 5-7 Passengers = Minivan | 8-12 = 12 Passenger Vans | 13-15 = Micro Bus

***** Travel Code:**

73110 = In-State Travel	
73210 = Out of State Travel	
73310 = In-State Group Travel	73410 = Out of State Group Travel