

**THE UNIVERSITY OF ALABAMA
APPLICATION FOR STATE OWNED VEHICLE**

RESERVATION #: _____

WEX Card Driver ID/PIN #: _____

If card is lost/stolen call Fleet Services (205) 348-4800 IMMEDIATELY.

Driver: _____

Driver: _____

(If you have more than two possible drivers, attach additional names)

Driver(s) must have a current MVR approval from the office of Risk Management.

Departmental Copy To
Name: _____
Box: _____
Amount: \$ _____
Charges include fuel and insurance

DEPARTMENT TRAVEL INFORMATION

Department: _____

COA	FUND	ORG	ACCOUNT	PROG	ACTIVITY	ALT ACCT
			751311			

Destination(s): _____

Departure date and time: _____ Return date and time: _____
Check here to add Deductible Waiver \$2.00 per day

VEHICLE INFORMATION

License tag: _____ Type of vehicle: _____

DRIVER'S REPORT

Note: It is the responsibility of the driver to record mileage and certify that the total mileage was used for official business. This form and all keys, credit cards, etc. should be returned to Fleet Services for processing. After normal business hours, keys and travel forms should be dropped into the red mail box located at gate.

Odometer reading end-of-trip: _____ Signed: _____

Odometer reading beginning-of-trip: _____ Title: _____

Total number of miles covered: _____

PLEASE NOTE PROBLEMS, IF ANY, WITH VEHICLE: _____

FLEET SERVICES INFORMATION

CANCELLATION POLICY: No charge if cancelled 48 hours prior to departure; otherwise, a one-day charge will be applied to your departmental account. For cancellation after business hours and/or weekends, please leave a message (205) 348-4800, or email fleet@bama.ua.edu

Fleet Services
Box 870386, 1227 14th Street (35401)
Tuscaloosa, AL 35487
Phone: (205) 348-4800
Fax: (205) 348-4810
Email: fleet@bama.ua.edu

Office Hours
Monday through Friday
7:30am - 5:00pm

PLEASE VISIT OUR WEBSITE
<http://fleet.ua.edu>

NO PETS ALLOWED
NO SMOKING

