

**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: _____

(Attach additional names, if needed)

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

If planning to tow a trailer or equipment, prior authorization through Risk Management is required.

Check here if you have received towing authorization

The University of Alabama is self-insured with a policy deductible of \$1000.00.

Check here to add deductible waiver, \$2.00 per day*

Departmental Copy to

Name: _____

Box: _____

Amount: \$ _____

Includes fuel, insurance and deductible waiver*

DEPARTMENT TRAVEL INFORMATION

Department: _____

COA	FUND	ORG	ACCOUNT	PROG	ACTIVITY	ALT ACCT
			751311			

Destination: _____

Departure date and time: _____ Return date and time: _____

VEHICLE INFORMATION

License tag: _____

Type of vehicle: _____

DRIVER'S REPORT

It is the driver's responsibility to record mileage and certify that the total mileage was used for official business. This form, assigned keys and fuel cards should be returned to Fleet Services and for after-hours return, drop 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 after-hours and/or weekend cancellations, please leave a message (205) 348-4800, or email fleet@fa.ua.edu

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

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

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

NO PETS/ANIMALS
excludes service/law enforcement

NO SMOKING

NO CELL PHONE