

THE UNIVERSITY OF ALABAMA  
APPLICATION FOR STATE OWNED VEHICLE

Submit

RESERVATION #: \_\_\_\_\_

WEX Card Driver ID/PIN #: \_\_\_\_\_

Driver: \_\_\_\_\_

Driver: \_\_\_\_\_

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

Departmental Copy sent to:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

The University of Alabama is self-insured with a policy deductible of \$1500.00.  
 Check here to add deductible waiver, \$2.00 per day\*

Approver: \_\_\_\_\_

Date: \_\_\_\_\_

DEPARTMENT TRAVEL INFORMATION

Department: \_\_\_\_\_

COA	FUND	ORG	ACCOUNT	PROG	ACTIVITY	ALT ACCT

Departure date & time: \_\_\_\_\_

Return Date & Time: \_\_\_\_\_

Points to Visit/Destination: \_\_\_\_\_

Travel Purpose: \_\_\_\_\_

VEHICLE INFORMATION

License tag: \_\_\_\_\_

Type of vehicle: \_\_\_\_\_

DRIVER'S REPORT

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**

All