

USER ID:
PIN:

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

**Please save to your desktop and
send as an attachment to
fleet@ua.edu**

RESERVATION #: _____

WEX Card Driver ID/PIN #: _____

Driver: _____

CWID: _____

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 \$2,000.00.
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: There will be no charge if canceled 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@ua.edu

Fleet Services
1450 Warrior Dr.(35404)
Box 870386
Tuscaloosa, AL 35487
Phone: (205) 348-4800
Fax: (205) 348-4810
Email: fleet@ua.edu

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

PLEASE VISIT OUR WEBSITE

<https://fleet.ua.edu>

NO PETS/ ANIMALS
excludes service/law
enforcement

NO SMOKING

NO CELL PHONE USE