

**USER ID:**  
**PIN:**

**THE UNIVERSITY OF ALABAMA  
CONTRACT & GRANT RENTAL  
APPROVAL FORM**

**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: \$ \_\_\_\_\_

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

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

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\*

**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**