

**Complete this form, print, obtain appropriate signatures, and fax to (615) 898-5071 or forward to Motor Pool Services, Box 32.
For reservations and/or assistance, call (615) 898-2415**

Indicate your division:

Type of Travel:

Student Activity:

Purpose:

Date to pick-up key:

Date of return:

Time to pick-up key:

Time of return:

Destination:

Number in party:

Department name:

Object Code:

Account number:

Estimated mileage:

Additional Comments:

Person Requesting Vehicle (Print/type):

Phone

Box#

Approved, Department Head Signature

**Signature of Appropriate Vice President:

**University policy requires the appropriate Vice President's signature when only one person is traveling out of state. For details on Motor Pool Services and procedures, see MTSU Policies Manual IV:02:01