Motor Pool: Vehicle Request Form

Please print this form and scan to motorpool@mtsu.edu or forward to Motor Pool Services, Box 32.

Location of Key Pick Up: Holmes Building / 836 Champion Way, Murfreesboro, TN 37132

Location of Key Drop Off: ‘Key Box’ mounted on the wall of the Bayer-Travis Building (next to gas pumps). Please follow this protocol during and after business hours.

For reservation assistance, please call (615) 898-2415.

Purpose of Travel: ________________________________________________________________

Name of Driver: __________________________________________ Ext: ____________________

Department: ____________________________________________________________________

Date of Pick Up: ______________________ Date of Return: _________________________
Time of Pick Up: ______________________ Time of Return: _________________________
Destination: __________________________

☐ In State ***Travel Code: ____________________
☐ Out of State Index Number:___________________

Estimated Mileage (Round Trip): _______

**Number in Party: _______________

Additional Comments:

Drivers: Drvers: Driver’s License #, State, and Expiration:

1)________________________________________ 1)_____________________________________
2)________________________________________ 2)_____________________________________
3)________________________________________ 3)_____________________________________
4)________________________________________ 4)_____________________________________

*Signature of Appropriate Approving Authority: ______________________________________

*Signature: University policy requires the appropriate approving authority’s signature only when traveling In State and Out of state. For details on Motor Pool services and procedures, see MTSU Policies 687 and 658.

**Number in Party: 1-4 Passengers = Sedan | 5-7 Passengers = Minivan | 8-12 = 12 Passenger Vans | 13-15 = Micro Bus

***Travel Code:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>73110</td>
<td>In-State Travel</td>
</tr>
<tr>
<td>73210</td>
<td>Out of State Travel</td>
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<tr>
<td>73310</td>
<td>In-State Group Travel</td>
</tr>
<tr>
<td>73410</td>
<td>Out of State Group Travel</td>
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