



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:

Driver's License #, State, and Expiration:

1) _____

1) _____

2) _____

2) _____

3) _____

3) _____

4) _____

4) _____

Signature of Department Head: _____

*Signature of Appropriate Approving Authority: _____

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

**** Travel Code:**

73110 = In-State Travel	
73210 = Out of State Travel	
73310 = In-State Group Travel	73410 = Out of State Group Travel