



Please follow these instructions to request the use of a fleet vehicle. Requests must be submitted two (2) weeks prior to date of use if possible.

- (1) You must be an approved driver. ALL required driver's license checks and UT System driver training must be completed prior to requesting vehicle.**
- (2) You must have a Voyager PIN. Request Voyager PINs from Trisha Speer at pspeer@uttyler.edu.**
- (3) Rental fee: \$40 per day**
- (4) Account Budget Authority approval is required.**
- (5) Vehicle must be clean upon return.**
- (6) Vehicle must have a full tank of gas upon return.**

COMPLETE ALL INFORMATION BELOW:

Person Requesting Vehicle: _____

Telephone / Extension: _____

Pre-Approved Designated Driver: _____

Date/Time of Vehicle Check Out: _____

Date/Time of Vehicle Return: _____

Cost-Center Name & Number to be Charged: _____

Name of Budget Authority: _____

Budget Authority Signature: _____ Date signed: _____

Driver to complete before returning keys:

- Beginning odometer reading: _____
- Ending odometer reading: _____
- Write department name and vehicle number on the gas receipt.
- Remove all trash and personal items from the vehicle. (Failure to comply could lead to extra charges for cleaning fees)
- Report any damage, operating issues, or drink spills upon returning vehicle.
- See transportation web page @ <https://www.uttyler.edu/offices/emergency-management/transportation-policy/>

