



PHYSICAL PLANT ■ 251-6564
Motor Pool Travel Request and Invoice

Department Requesting Car Budget Code

Travel to Begin (*date and time*) Travel to End (*date and time*)

Destination(s)

Purpose

Driver Signature for Receipt of Car

Approvals: Department Head Administration: Vice Chancellor

X **X**

Driver Comments (*Please report mechanical difficulties in this space*):

For Motor Pool Use Only

Trip and Invoice Number

Car Number Assigned

Odometer Reading In

Odometer Reading Out

Physical Plant Comments: