

UNIVERSITY OF ARKANSAS AT PINE BLUFF  
 PINE BLUFF, ARKANSAS 71601  
**REQUEST FOR USE OF MOTOR VEHICLES**

Date of Request: \_\_\_\_\_

Name of Person (s) to Travel: \_\_\_\_\_

Contact office number/cell number: \_\_\_\_\_

Give date and place of meeting, name of organization, and special purpose for making trip:  
 \_\_\_\_\_  
 \_\_\_\_\_

Vehicle Type requesting: \_\_\_\_\_ SAFHS Vehicle: \_\_\_\_\_ Date (s) of Travel: \_\_\_\_\_

Vehicle pick up date and time prior to departure: \_\_\_\_\_

Hour of Departure: \_\_\_ AM \_\_\_ PM Hour of Return: \_\_\_ AM \_\_\_ PM

Please utilize cost data at bottom to enter approximate cost of Trip in this section

\*\*\*UAPB Charter Buses first hundred miles are free, so please deduct the hundred miles before entering the total projected miles for your round trip event\*\*\*\*

	_____ Miles at _____ per mile	\$0.00
	_____ Days at _____ per day	\$0.00
<b>*CDL Driver Van*</b>	_____ Hours at _____ per hour	\$0.00
	Total	\$0.00

**\*Include room and board, if necessary for the requested CDL driver for overnight stay events.\***

**Account Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

	Signatures	Date
Grant/Project Budget Officer Approval:	_____	_____
Department Head Approval:	_____	_____
ORSP Grant Budget Officer Approval:	_____	_____
Finance & Adm. Budget Officer Approval:	_____	_____
SAFHS Dean/Director Approval:	_____	_____
Motor Pool Supervisor Approval:	_____	_____

Section to be completed by Motor Pool Division Management

Beginning Odometer Reading: \_\_\_\_\_ Ending Odometer Reading: \_\_\_\_\_

Vehicle # and License Number: \_\_\_\_\_ Miles Driven: \_\_\_\_\_

**Price Schedule**

**Vehicle Rental: All vehicles (Van, Truck, SW, SUV, Car) \$25.00 per day \$0.50 per mile**

**CDL Driver will cost \$15.00 per hour driving time for vans, plus room and board, if necessary.**

**UAPB Charter Buses: Over hundred miles \$700 per trip. This will handle the cost for CDL driver. After deducting the first hundred free miles, the remaining miles will be at a cost of \$4.00 per mile.**

**Under hundred miles trips cost: \$500 per trip. This will handle the cost for CDL driver, also.**

**Vehicle request should be submitted (2) weeks prior to the date of travel. SAFHS personnel must submit request at least (3) days prior to date of travel to guarantee availability of SAFHS vehicles.**

**Mpd:dmbstr 7/1/2019**