

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

*****When calculating UAPB Charter Bus round trip mileage, it will be from UAPB Campus to your designation and back to UAPB Campus times \$4.00 per mile*****

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

Bus @4.00 <u>others@.50</u>	_____ Miles at _____	per mile	\$0.00
Van,Truck,SW,SUV,Car	_____ Days at \$ 50.00	per day	\$0.00
Enterprise Rental Car	_____ Days at \$ _____	per day	\$0.00
Bus First Day	_____ Day at \$ 700.00	per day	\$0.00
Bus extra days	_____ Days at \$ 350.00	per day	\$0.00
CDL Driver Van	_____ Hours at \$ 15.00	per hour	\$0.00
		Total	\$0.00

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) \$50.00 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: First Day \$700 per trip. This will handle the cost for Bus & CDL driver.

Additional days out with the Charter bus will be at \$350.00 per day.

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:dmsbr 6/3/2024