

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

Date of Request: 03/31/2025

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 others @.50	_____	Miles at	_____	per mile	\$ 0.00
Van, Truck, SW, SUV, Car	_____	Days at	<b>\$ 50.00</b>	per day	\$ 0.00
Enterprise Rental Car	_____	Days at	\$ _____	per day	\$ 0.00
Bus First Day	_____	Day at	<b>\$ 700.00</b>	per day	\$ 0.00
Bus extra days	_____	Days at	<b>\$ 350.00</b>	per day	\$ 0.00
*CDL Driver Van*	_____	Hours at	<b>\$ 15.00</b>	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 6/3/202**