



PPD – Internal UNM Vehicle Request Form

COMPLETE AND SUBMIT REQUEST AT LEAST ONE WEEK PRIOR TO TRAVEL

Date Submitted	
Date you will pick up the vehicle	
Name(s) of individual(s) who will be operating the vehicle	
Cell number(s)	
E-mail address(s)	
Date of departure	
Approximate time of departure	
Date of return	
Approximate return time	
Destination	
Purpose of Travel	
Billing Index	

Note: All receipts for fuel (if applicable) and ending mileage must be submitted to PPD Dept. upon return of UNM Vehicle.

Signature of Traveler: _____ **Date:** _____

PPD Office Use Only

Date Vehicle Requested _____

Date Returned _____

Ending Mileage _____

Fuel Card requested:

YES

NO

Fuel Card receipts turned in

YES

NO

Cost per mile .35¢

Total _____

Signature (PI) _____