



TAOS

FACILITIES MANAGEMENT

Facilities Management – Internal UNM Vehicle Request Form

COMPLETE AND SUBMIT REQUEST AT LEAST ONE WEEK PRIOR TO TRAVEL

Table with 2 columns and 13 rows: 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 Facilities Management Dept. upon return of UNM Vehicle.

Signature of Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

FACILITIES OFFICE USE ONLY

Vehicle Issued: \_\_\_\_\_ Vehicle Request Date: \_\_\_\_\_

Return Date: \_\_\_\_\_ Cost Per Mile: .45

Ending Mileage: \_\_\_\_\_ Total Miles: \_\_\_\_\_

YES NO Index Billed: \_\_\_\_\_

Fuel Card Requested: [ ] [ ] Total Charge to Dept.: \$ \_\_\_\_\_

Fuel Card Returned: [ ] [ ]

Fuel Receipts Turned In: [ ] [ ]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_