

# University Motor Pool Trip Ticket

University of Colorado at Colorado Springs

## Please Read Motor Pool Information

In each vehicle there is a small blue zippered pouch which contains a Wright Express Credit Card and a list of gas companies that accept the card. On the dash near the odometer you will see the pin number (2120) needed for fueling. You are no longer required to fuel at the end of a trip but may need to do so on a long trip. The Wright Express Credit Card is only to be used for the purchase of regular fuel, a quart of oil or windshield washer fluid as necessary. Before fueling be sure the station accepts this credit card. If you do not see the emblem on the pump, enter the station and ask first. If you should have a problem with a motor pool vehicle during normal working hours, 8 AM-5 PM, call 719-337-8017 for assistance. If nobody answers call 262-3111 (UCCS Police Dispatch) and have them contact the transportation manager for assistance.

Purpose Of Trip \_\_\_\_\_ Speed Type# \_\_\_\_\_

License Number \_\_\_\_\_ Trip To \_\_\_\_\_ Department \_\_\_\_\_

### Check Out

Odometer \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

### Check In

Odometer \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

**As Driver of the Vehicle Listed Above, I certify it Was Used for University Business**

Driver \_\_\_\_\_ Driver License # \_\_\_\_\_  
Please Print

Drivers Signature \_\_\_\_\_ Date \_\_\_\_\_

Charges Authorized By \_\_\_\_\_ Date \_\_\_\_\_

**Please List Any Defects You Noticed While Driving This Vehicle** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Do Not Write In This Space**

\_\_\_\_\_ Miles at \_\_\_\_\_ Per Mile=

\_\_\_\_\_ Flat Rate Per Day \* \_\_\_\_\_ Days =

**Total Charges=**

Speed Type # \_\_\_\_\_ Account # **700100** TT # \_\_\_\_\_