

Motor Pool Guidelines for Geosciences

- A completed Motor Pool Request form must be submitted to Denise for processing at least one week before the scheduled travel date. The form is available online on the Geosciences website under the forms link.
http://www.geo.arizona.edu/pdf/motor_pool_request.pdf
- If the trip is to take place out of the state or out of the country, a Travel Authorization is required and should be submitted with the Motor Pool Request.
- A list of passengers and drivers is for all motor pool travel (this is required by Risk Mgmt.) and should be provided prior to the scheduled travel date.
- If non-U of A people will be passengers in the vehicle a list of passengers and a memo is required and should be submitted with the Motor Pool Request. The memo should indicate the reason(s) for their riding in the vehicle.
- **Failure to cancel a vehicle reservation 24 hours prior to the dispatch time will result in a cancellation fee equal to one day's vehicle rental.**
- **High Occupancy Vehicle** training is required for Cargo Vans, Carry-All vehicles, and Passenger vans. Information for **HOV** training can be found on the Risk Management and Safety website.
http://www.geo.arizona.edu/pdf/motor_pool_request.pdf
- After the trip the Field Trip Report should be filled out completely and returned to Denise with the final numbers of attendees. This information is vital for the special course fees report.

Travel Authorization & Advance

(All UA business travel requires this form – please fill out completely)

Travel Information

Name: _____

Employee I.D. # _____

UA Employee yes no

UA Student yes no

*I have arranged for the appropriate
Visas and permissions for research
Activity (initial) _____*

Itinerary

Departure Date/Time: _____

Return Date/Time: _____

From (City): _____

To (City): _____

Mode of Transportation:

Commercial Aircraft

Motor Pool (include reason below)

Rental Car (include reason below)

Personal Vehicle (include reason below)

Other (include reason below)

Conference Date(s) _____

UA Business Purpose:

Foreign Travel Registration

Warning Country Yes No

Registration ID #: _____

ua-risk.terradata.com

*See Business Office if traveling to a warning
country.

Travel Advance & Estimate of Expenses

Funding

Account #(s) _____

Amount(s) _____

Travel Advance

*Advance requests must be submitted to the B/O at
least 14 days prior to departure date.

Is a travel advance required? Yes

Amount: \$ _____ No

Date required: _____

Personal Vehicle Mileage

Number of miles ____ x 44.5 cents = \$ _____

Designated lodging Yes No

Estimated lodging costs: \$ _____

Meals & Incidentals: \$ _____

<http://policy.fso.arizona.edu/fsm/1400/1413>

Public Transportation

Commercial Aircraft \$ _____

Taxicabs \$ _____

Rental vehicle \$ _____

Fuel \$ _____

Miscellaneous

Registration fees \$ _____

Bag fees \$ _____

Parking \$ _____

Field Supplies \$ _____

Other \$ _____

Total Expenses \$ _____

Motor Pool Request Form

Travel Type

Instate
 Out of State*
 Foreign*

Request Date: _____

Submitted by (name) _____

*A Travel Authorization form is required for out of state and foreign travel.

Operator Information

Operator Name: _____

Operator Title: _____ Phone: _____

Account Number: _____

Course Information

Course No. _____

Semester: _____

Vehicle Information

Number of Vehicles: _____

Vehicle Type: _____

Passenger Information

Student Employees: _____

Non-employee Students: _____

Faculty/Staff: _____

Non-U of A passengers*: _____

*If non-U of A people will be passengers in the vehicle a list of passengers and a memo is required and should be submitted with the Motor Pool Request. The memo should indicate the reason(s) for their riding in the vehicle.

Travel Information

Destination: _____

Estimated R/T Miles: _____

Departure Date: _____

Departure Time: _____

Return Date: _____

Return Time: _____

Purpose of Trip: _____

A list of passengers and drivers is required for ALL MOTOR POOL TRAVEL (this is require by Risk Mgmt.) and should be submitted prior to the scheduled travel date.

***High Occupancy Vehicle training is required for Cargo Vans, Carry-All vehicles, and Passenger vans.

Field Trip Report

Course No. GEOS

Instructor(s) _____

Destination _____

Departure Date _____ Return Date _____

Please indicate the final number of attendees.

Instructor(s) _____

Teaching Assistant(s) _____

Students _____