



### Motor Pool Guidelines for Geosciences

- A completed Motor Pool Request form must be submitted to Heather halvarez@email.arizona.edu for processing at least **two weeks** before the scheduled travel date. The form is available online on the Geosciences website under the forms link.
- 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.  
<https://risk.arizona.edu/training/high-occupancy-vehicles>

# Motor Pool Request Form

## Travel Type

Instate  
 Out of State  
 Foreign

Request Date: \_\_\_\_\_

Submitted by (name) \_\_\_\_\_

## 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.**

# 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 (select one):

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/Need for UA Travel:

## Foreign Travel Registration

Registration ID #: \_\_\_\_\_

Warning Country      Yes              No

[ua-risk.terradata.com](http://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      No

Amount: \$ \_\_\_\_\_

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**      \$ \_\_\_\_\_

*I have reviewed the [policy](#) as it relates to  
COVID-19/vaccinations and will follow [CDC](#)  
[guidelines](#). Signature: \_\_\_\_\_*