

AG CAR FLEET—AUTHORIZATION AND REPORT FORM

University of Wisconsin—College of Agriculture and Life Sciences

INSTRUCTIONS

1. Complete top half of form prior to picking up vehicle.
2. Turn in all copies to AG Fleet Office at time of vehicle pick-up.
3. OUT: Record starting mileage and condition of vehicle.
4. IN: Record ending mileage and condition of vehicle.
5. Turn in white & yellow copies at end of trip.
6. Driver authorizations must be obtained prior to vehicle pick-up.
7. Attach receipts for gas & maintenance repairs.
8. **Vehicles are expected to be returned in clean condition with 1/2 tank of gas.**

Drivers Name (Print) _____ Telephone _____ Department Name _____

Destination _____
 From Time _____ To Time _____

Driver's Signature _____ Date _____ Dept. Approval/Principal Investigator _____

CHARGES	FUND	ACCOUNT	UNIT	DIV.	DEPT	AGT	CLASS
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----- COMPLETE TOP PORTION OF FORM PRIOR TO VEHICLE RECEIPT -----

<p>MILEAGE</p> <p>END _____</p> <p>START _____</p> <p>Miles Traveled _____</p> <p>CAR # _____</p>	<p style="text-align: center;">OFFICE USE ONLY</p> <table style="width: 100%;"> <tr> <td>Miles Traveled _____</td> <td>Mileage Charge \$ _____</td> </tr> <tr> <td>Rate Per Mile _____</td> <td>Per Diem Charge \$ _____</td> </tr> <tr> <td>TOTAL MILEAGE CHARGE _____</td> <td>Auto Expenses \$ _____</td> </tr> <tr> <td></td> <td>Penalties \$ _____</td> </tr> <tr> <td></td> <td>Credits \$ _____</td> </tr> <tr> <td></td> <td>TOTAL CHARGES \$ _____</td> </tr> </table>	Miles Traveled _____	Mileage Charge \$ _____	Rate Per Mile _____	Per Diem Charge \$ _____	TOTAL MILEAGE CHARGE _____	Auto Expenses \$ _____		Penalties \$ _____		Credits \$ _____		TOTAL CHARGES \$ _____
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	TOTAL CHARGES \$ _____												

VEHICLE CONDITION AND MAINTENANCE SUMMARY
(Conditionator = Needs repair - If Repair is needed, please specify below.)

Before Operation	IN	OUT	During Operation	IN	OUT	AT Each Fuel Fill	IN	OUT
Body			Brakes			Engine Oil		
Tires			Exhaust System			Engine Coolant		
Lights			Wheel Alignment			Windshield Fluid		
Door Operation			Steering System			Hood Latch		
Glass Condition			Headlight Aim			Engine Belts/Hoses		
Seat Adjustment			Transmission Shift			Fuel Tank Cap		
Mirror Operation			Acceleration			Windshield Wipers		
Horn			Lighter			Hazard Signals		
Seat Belts			Heat/Defrost			Warning Lights		
Cleanliness			Radio			Tire Pressure		

COMMENTS: