



UNIVERSITY OF WASHINGTON

REQUEST TO OPERATE A MOTOR POOL VEHICLE OUTSIDE OF PRESCRIBED AREA

MOTOR POOL OPERATIONS

MOTOR POOL OFFICE
4549 25th Ave NE
Campus Mail - 354270
(206) 685-1566
mpreserv@u.washington.edu

- 1. This form is required for all travel occurring beyond the following areas: South of Eugene, Oregon - East of Moscow, Idaho - North of Vancouver, B.C.
2. All requests must be submitted two weeks in advance.
3. Department Chairperson or Dean must sign the request.
4. Original copy must be submitted to the Motor Pool Office (fax copies will not be accepted).
5. An approved copy of this form must be kept in the vehicle for the duration of the trip.

DEPARTMENT INFORMATION
Signature: Individual Requesting Authorization
Signature: Department Chair, Dean, or Director
Department Name
Budget Name
TRAVEL INFORMATION
Destination
Purpose of Trip
Reason for not using public transportation
Leader of the trip: PRINT name and title
Complete list of all persons traveling (attach additional sheets if necessary)
MOTOR POOL USE ONLY
Transportation Services Director or Motor Pool Manager
Date
Date Received
Motor Pool Confirmation #
Vehicle Assigned