



UNIVERSITY OF WASHINGTON

REQUEST TO OPERATE A FLEET SERVICES VEHICLE OUTSIDE OF PRESCRIBED AREA

FLEET SERVICES OPERATIONS

FLEET SERVICES 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 Fleet Services 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
PRINT: Name and Title
Date
Phone
Signature: Department Chair, Dean, or Director
PRINT: Name and Title
Date
Phone
Department Name
Budget Number
Class/Project Number
Budget Name
Phone
Box Number

TRAVEL INFORMATION
Destination
Departure Date/Time
Return Date/Time
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)

FLEET SERVICES USE ONLY
Fleet Services Authorization
Date
Date Received
Fleet Serv. Confirmation #
Vehicle Assigned