

## Motor Pool Reservation Procedures

1. Contact Facilities Management at 479-968-0317, at least one week prior to your departure date, when possible, to check for motor pool vehicle availability. If vehicle is available, complete the steps listed below immediately. **To ensure ease of pickup, please do not delay in entering your requisition.**
2. Enter requisition into Banner using T number T00000000. Instructions for entering requisition are found in the [Travel Requisition Manual](#).

Requisition **must** include the following:

- Names of all possible drivers. Only listed drivers will be permitted to operate the vehicle.
- Date and time of pickup and return of vehicle from Motor Pool lot. This ensures vehicle is ready for pickup for both you and the department who wishes to use it after you.
- Destination
- Purpose of Trip

### Sample requisition Document Text

#### Enter Document Text, Print:

Motor Pool mileage for Jane Smith to travel to/from Little Rock, AR for meeting at Office of State Procurement.  
Depart: January 26, 2017 at 7 a.m.  
Return: January 26, 2017 at 6 p.m.  
Additional Driver: John Doe  
Type of Vehicle: Sedan  
Number of Vehicles: 1

Motor Pool Mileage Rates	
Car	.44 per mile
Van	.46 per mile
29-passenger bus	.70 per mile
55-passenger bus	2.75 per mile

3. Travel Services will obtain any necessary requisition approvals and verify that drivers are clear to operate a state vehicle.
4. Approved requisition is turned into a Purchase Order and copy of PO is sent to Facilities Management.
5. If a fuel card for purchasing fuel is necessary for your trip, Facilities Management will assign one to you and you must turn it in along with all gas receipts to Facilities Management upon your return to campus. A drop box is located outside for after-hours returns.