

**UNIVERSITY OF MAINE AT FORT KENT
TRIP TICKET
VEHICLES TO BE USED FOR UNIVERSITY BUSINESS ONLY**

Traveler's Name (Employee): _____

Date of Departure: _____ Time: _____ Date of Return: _____ Time: _____

Nature of Business: _____

Destination: _____ Estimate Mileage _____ # of Overnights _____

Estimated Cost: Lodging _____ Meals _____ Transportation _____
(Rental Fee + .44/.60 mile)

Dept/Fund Code to be Charged: _____ Credit Cards: _____

VEHICLES: 366 Sedan _____ 032 Sedan _____ 033 Dodge Van _____ 951 Sedan _____
048 Dodge Van _____ 283 Ford Van _____ 464 Sedan _____ 844 Suburban _____

Date: _____ Employee: _____

Date: _____ Dept. Head/Supervisor: _____

APPROVED:

Date: _____ President: _____

(Out-of-State/Out-of-Country Travel)

Date: _____ Motor Pool Custodian: _____

Before you leave, record odometer reading: _____

When you return, record odometer reading: _____

Total Miles Traveled: _____

Fill vehicle with gas upon return. Remove trash (newspapers, bottles, cups, etc.) from vehicle. Return vehicle to Motor Pool parking lot (by Utility Building) and lock it. List any vehicle defects below:

Return trip tickets, keys, credit cards, and gas slips to the Physical Plant Office.

In the event of an accident or vehicle trouble, contact Richard Bouchard at 834-3977 or John Murphy at 834-3561 (after normal business hours). Or, call UMFK at 834-7500.

NOTE: For insurance purposes, only **University Employees** with a valid State of Maine license are allowed to drive University vehicles. Student drivers must be employed by the University and have a valid license to be able to sign out a vehicle.