



Tusculum University Vehicle Mileage Form

To be completed by Facilities Department Personnel

Reservation #: _____	Vehicle Assigned: _____
Departure Date & Time: _____	
Return Date & Time: _____	
Marathon Card# _____	Driver ID# 7300
Clean Yes or No	Fuel Yes or No
Beginning Mileage: _____	FM Signature _____

Ending Mileage: _____ Total Mileage: _____

Department: _____ Account Number: _____

Destination: _____ Drivers (s) _____

****All drivers must have an approved Drivers License on file in Human Resources prior to driving any university vehicle****

There will be a minimum fee of \$25 if vehicles are not free of debris and trash upon return, examples (food, bottles, fast food items, gum wrappers, clothing, etc.)

- Vehicle(s) **MUST** be returned with full tank of gas. \$50 charge will apply if not returned with full tank.
- Tusculum University is not responsible for personal belongings left in vehicles.
- Report accidents to 423-636-7319 during working hours and 423-470-2710 after working hours. Always obtain a police report when there is a vehicle accident.
- A 24hr notice is **required** for cancellation; \$50 charge will apply if no cancellation is given.
- Vehicle(s) are to be returned to Facilities Parking Lot.
- Vehicle packets are to be picked up from Facilities Office between the hours of 7a-3p Monday – Friday. When returning please drop packet off in office door slot.
- This form **MUST** be filled out completely upon return.

Please note any maintenance issues or problems you incurred with the vehicle: _____

I have read the above information and have provided the information requested, and fully agree to these conditions.

Name: _____ Date: _____