

- [*Instructions](#)
- [*State of Mississippi's Travel Manual](#)
- [*State of Mississippi's Fleet Manual](#)



Submit

VEHICLE RESERVATION FORM

| | | |
|-------------------|--|---|
| REQUESTOR'S NAME: | <input style="width: 95%;" type="text"/> | SELECT VEHICLE: |
| PROGRAM: | <input style="width: 95%;" type="text"/> | <input type="radio"/> VOYAGER <input type="radio"/> FUSION <input type="radio"/> TRAVERSE |

DESTINATION:

PURPOSE:

| | | | |
|-----------------------------|--|---|--|
| ANTICIPATED MILEAGE: | <input style="width: 95%;" type="text"/> | PROGRAM: | <input style="width: 95%;" type="text"/> |
| NUMBER OF STAFF IN VEHICLE: | <input style="width: 95%;" type="text"/> | STAFF MEMBERS IN VEHICLE, OTHER THAN REQUESTOR: | <input style="width: 95%; height: 50px;" type="text"/> |

| | | | |
|------------|--|----------|--|
| FROM DATE: | <input style="width: 95%;" type="text"/> | TO DATE: | <input style="width: 95%;" type="text"/> |
| TIME OUT: | <input style="width: 95%;" type="text"/> | TIME IN: | <input style="width: 95%;" type="text"/> |

WILL THE STATE VEHICLE BE DRIVEN TO A PERSONAL RESIDENCE? YES NO

IF YES, GIVE JUSTIFICATION:

DEPUTY DIRECTOR'S APPROVAL FOR DRIVING A STATE VEHICLE TO A PERSONAL RESIDENCE:

 X

VEHICLE AVAILABILITY

VEHICLE AVAILABLE

VEHICLE ASSIGNED:

VEHICLE UNAVAILABLE

Operation Staff Signature indicating Vehicle Unavailable: _____

If a state vehicle is unavailable and travel will continue, the MLC Travel Coordinator MUST be contacted PRIOR to travel to determine if the DFA Trip Optimizer must be completed.