



Submit

VEHICLE RESERVATION FORM SELECT VEHICLE: REQUESTOR'S NAME: O VOYAGER STATE PROGRAM: **FUSION** ○TRAVERSE **DESTINATION: PURPOSE:** FEDERALPROGRAM: ANTICIPATED MILEAGE: **STAFF MEMBERS** NUMBER OF STAFF IN VEHICLE: IN VEHICLE, OTHER THAN **REOUESTOR:** TO DATE: FROM DATE: TIME OUT: TIME IN: O YES WILL THE STATE VEHICLE BE DRIVEN TO A PERSONAL RESIDENCE? O NO IF YES, GIVE JUSTIFICATION: DEPUTY DIRECTOR'S APPROVAL FOR DRIVING A STATE VEHICLE TO A PERSONAL RESIDENCE: VEHICLE AVAILABILITY VEHICLE AVAILABLE VEHICLE ASSIGNED: **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.