USAG Baden-Wuerttemburg TMP Bldg 157 Patton BKS
PHONE: 373-8350 FAX 373-8298 CIV: 06221-178350
MONDAY THRU FRIDAY FROM07:15 UNTIL 12:00 AND FROM 13:00 UNTIL 16:00

VEHICLES NOT PICKED UP AFTER ONE HOUR OF REQUESTED TIME WILL BE CANCELLED

FROM (UNIT)_____ DATE SUBMITTED_____

DETAILED JUSTIFICATION

TYPE OF VEHICLE REQUESTED: PASS ☐ CARGO ☐ BUS ☐

NUMBER OF PASSANGERS_____ TYPE OF CARGO VEHICLE_____

DEPARTING FROM: _____TIME_____DATE_____

RETURNING ON: _____TIME_____DATE_____

NAME AND GRADE OF DRIVER_____

TRANSPORTATION COORDINATOR

NAME (PRINTED _____GRADE_____
TELEPHONE#:_____FAX:_____

I CERTIFY THAT THE REQUESTED SERVICE IS ACCURATE AND MISSION ESSENTIAL

SIGNATURE:_____DATE_____

1. OPERATOR MUST HAVE A VALID SF 46 OR 346 WITH VALID WINTER DRIVER'S STAMP
2. VEHICLES NEEDED BEFORE OPERATING HOURS MUST BE CLEARED WITH DISPATCH OFFICE AND PICKED UP THE DAY BEFORE NEEDED
3. REQUEST FOR BUSSES MUST BE 5 DAYS IN ADVANCE, OTHERS MUST BE 3 DAYS IN ADVANCE
4. REQUESTS FOR VEHICLES EXCEEDING THE PERMISSABLE OPERATING DISTANCE (POD) OF 100 MILES, ONE WAY, MUST INCLUDE A FUNDED MIPR FOR VEHICLE USE
5. VEHICLES MUST BE RETURNED, ON TIME, TO SUPPORT OTHER REQUESTS
6. DISAPPROVAL IN WHOLE OR IN PART WILL NOT CONSTITUTE AUTHORITY TO USE FOR LOCAL TRAVEL AND/OR TDY FUNDS

I HAVE READ AND UNDERSTAND THE ABOVE: INITIAL_____

REIMBURSEMENT: YES ☐ NO ☐ COST ACCOUNT CODE_____

VEHICLE # _____ KILOMETERS DRIVEN_____ DAYS USED_____

APPROVED ☐ IF NOT, REASON FOR DISAPPROVAL:_____