University of Colorado Colorado Springs Motor Pool Trip Ticket

Refueling of Motor Pool vehicles should be done with either the provided Voyager fuel card (this is the preferred method) or with a CU Travel card. Voyager fuel receipts must be turned in when you return. If you use your Travel Card we will need a copy of the fuel receipt for our vehicle data base. Fueling is not required but highly encouraged when returning the vehicle. This will greatly help since, often motor pool vehicles are rented back to back and there is not enough time for Transportation Services to fuel them when this happens.

Before fueling, be sure they accept Voyager fuel cards. On the dash near the odometer you will see the Voyager Card pin number (2120) needed for fueling. The fueling procedure is as follows:
   A) Put card in pump and enter the PIN number when prompted to enter pin/driver number
   B) Enter the odometer; do not add tenths of a mile
   C) Select "**85**" Octane fuel **only**
   D) Fuel and get the receipt. If receipt does not print go inside gas station and get a copy

If the pin number incorrectly entered 3 times the card will become blocked. If this happens call Voyager at 800-987-6591 and ask to reset the card.

You are required to turn in receipts at the end of your trip. If you should have a problem with a motor pool vehicle call 719-337-8017 for assistance. If your call is not answered or promptly returned, call 719-255-3111 (UCCS Police Dispatch) and advise them of the situation.

In the event that you are involved in an accident while driving a Motor Pool vehicle you must report the accident immediately to your supervisor, the UCCS Police Department, and Transportation Services. You may be required to do a post-accident test.

Purpose of Trip_____   Speed Type _____

Bumper Number_____   Trip to _____   Department _____

Beginning Odometer _____   Time _____   Date _____

Ending Odometer _____   Time _____   Date _____

Driver (print) _____

Driver's Signature _____   **Date** _____

Please list any defects that you noticed while driving this vehicle: _____

_____

_____

Please Do Not Write In This Space   **Account # 700100   TT#** _____

_____ **Miles at   Per Mile**_____   **=**_____

_____**Daily rate** _____ **Days**   **=**_____   **Total Charges =**_____