

M35: MOTOR POOL VOUCHER, 1165

Effective Date: 11/7/02

Prior Date: 9/27/00

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References	Motor Pool Voucher Facsimile	Motor Pool Mileage Facsimile
Form Instructions: Prior to the Trip	Form Instructions: Approvals	Form Instructions after the Trip
Questions		Comments

References

The State of Illinois Vehicle Guide (a quick reference for drivers)

Fiscal Agent Handbook, [L11](#): Motor Pool

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For more information contact
[Loretta K. Pienta](#)

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Form Instructions: Before the Trip

The Motor Pool Voucher is partially prepared by the Motor Pool reservation staff prior to the trip as follows:

Item	Description
1	Document Date: Enter preparation date of the document.
2	Account Name: Enter the name of the account to be charged.
3	Account Number to be Charged: Enter the six-digit account number to be charged.
4	Purpose: Briefly describe the purpose of the trip and the vehicle use.
5	Mileage Out: Leave blank. This is filled in after the trip using the <i>University Motor Pool Mileage Form</i> .
6	Mileage In: Leave. This is filled in after the trip using the <i>University Motor Pool Mileage Form</i> .
7	Date Out: Enter the date the vehicle is to be issued.
8	Date In: Enter the date the vehicle is expected to be returned.
9	Total Days: Enter the estimated total number of days that the vehicle is to be issued as reflected in the dates shown in items 7 and 8 above.

The Motor Pool Voucher is then sent to the traveler to obtain the approvals signatures in item 10 of the Approvals section.

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Form Instructions: Approvals

After the approvals are received, the voucher is returned to the Motor Pool reservation desk prior to the trip.

Item	Description
10	Approvals: This block must contain the following certifying signatures: <ol style="list-style-type: none">RequesterFiscal agent or alternate. If the requester and the fiscal agent or alternate are the same, a second authorizing signature at a higher level is required.Traveler's supervisor

NOTE:	Fiscal agent and alternate authorizing signatures must be on file in the Controller's Office.
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Form Instructions: After the Trip

Upon completion of the trip, the mileage is entered on a *University Motor Pool Mileage Form* (available from Public Safety when picking up the keys) and the form is submitted to the Motor Pool reservation desk by the traveler.

The reservation staff will then complete the *Motor Pool Voucher* using the *University Motor Pool Mileage Form* as follows:

- 5 Mileage Out: Enter the beginning mileage as shown on the *University Motor Pool Form*.
- 6 Mileage In: Enter the ending mileage as shown on the .
- 11 Total Mileage: Enter the difference between the mileage in (item 6) and the mileage out (item 5) as shown on the Motor Pool Mileage Form.
- 12 Multiply the total mileage in (item 11) by .20 (This rate is subject to change relative to gasoline prices.) and enter the product.
- 13 Change the number of days the vehicle was rented if different than the original estimate.
- 14 Enter \$33.00 if the vehicles is issued for four days or less. Enter \$30.00 if the vehicle is issued for five days or more.
- 15 Multiply total days item in 13, by item 14 and enter the product.
- 16 Additional Charges: Enter the appropriate charges for:
 - Failing to cancel a reservation twenty-four hours prior to the departure date.
 - Failure to return the vehicle in good condition.
 - Failure to return a reasonably clean vehicle (inside and/or out).
 - Failure to return the vehicle with gas.
 - Failure to return the vehicle keys or forms in a timely manner and other charges as deemed necessary.

- Failure to return the Motor Pool Mileage Form to the reservation desk.

17 Total Amount Due: Enter the sum of items 12, 15 and 16.

Upon completion of the form, the gold copy is detached and returned to the traveler. The balance of the form set is forwarded to the Disbursements section of the Controller's Office located in room E-220, extension 5127, for processing.

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Form Facsimiles

1. Motor Pool Voucher

 <p>Northeastern Illinois University 5500 NORTH ST. LOUIS AVENUE CHICAGO, ILLINOIS 60625-4699</p>		<h2>MOTOR POOL VOUCHER</h2>	
VENDOR NUMBER N 0 0 0 0 0 0 0 0 1 3 0		DOCUMENT DATE _____ (1) _____	
		DOCUMENT NUMBER N-01491	
ENCUMBRANCE DATA ACCOUNT NAME _____ (2) _____		ACCOUNT NUMBER TO BE CHARGED _____ (3) _____ 1 2 3 2	
CHARGE DATA			
PURPOSE: _____ (4)			AMOUNT
MILEAGE OUT: _____ (5)	MILEAGE IN: _____ (6)	TOTAL MILEAGE: _____ (11) X _____ (20)	_____ (12)
DATE OUT: _____ (7)	DATE IN: _____ (8)	TOTAL DAYS: _____ (9) _____ (13) X _____ (14)	_____ (15)
VEHICLE #: _____			ADDITIONAL CHARGES _____ (16)
ADDITIONAL CHARGES MAY INCLUDE: CLEANING OF VEHICLE, DAMAGE REPAIR CAUSED BY NEGLIGENCE, FAILURE TO RETURN MILEAGE FORMS, CREDIT CARDS, VEHICLES OR KEYS ON TIME.			TOTAL AMOUNT DUE _____ (17)
APPROVALS REQUESTED BY _____ (10A)		FOR OFFICE USE ONLY	
FISCAL AGENT _____ (10B)		ACTION STATE / TC LOCAL / TC PAYMENT <input type="radio"/> <input type="radio"/>	AUTHORIZING SIGNATURE & DATE
AUTHORIZED BY _____ (10C)		SOURCE OF FUNDS <input type="checkbox"/> E, G or I	PAYMENT OVERRIDE & DATE
1165G 7/02		DISTRIBUTION: WHITE - CONTROLLER'S OFFICE, YELLOW - MOTOR POOL, PINK - DEPARTMENT CHARGED, GOLD - ORIGINATOR	

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2. University Motor Pool Mileage Form



University Motor Pool Mileage Form

DATE: _____ VEHICLE #: _____

MOTOR POOL VOUCHER #: _____

DEPARTMENT : _____

DRIVER : _____

BEGINNING MILEAGE : _____

ENDING MILEAGE : _____

VEHICLE CONDITION : _____

COMMENTS : _____

*PLEASE NOTE : THIS FORM MUST BE COMPLETED AND RETURNED WITH
THE VEHICLE KEYS TO PUBLIC SAFETY OR THE MOTOR POOL OFFICE.
FAILURE TO DO SO IN A TIMELY MANNER WILL RESULT IN A FINE OF \$ 10.00
THANK YOU FOR YOUR COOPERATION.*

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Questions

All questions pertaining to the *Motor Pool Voucher* should be directed to the Motor Pool Reservationist at extension 5331, room D-107

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