

MOTOR VEHICLE TRIP TICKET		U.S. GOV'T TAG NO.
PART I. — For Use of Requesting and Approving Offices		
REQUESTED BY (Organization or individual) Rehabilitation Research	USER'S NAME (Print or type)	
OFFICIAL PURPOSE (See note on reverse side of form) <b>GAS RECEIPT IS REQUIRED</b> To travel with postdoctoral research associate, Dr. Junping Xin to St Louis to attend the annual meeting of the Society for Neurochemistry. Dr. McGuire and Dr. Xin will be giving a presentation and Dr. McGuire also will attend the ASN Council meetings..		
PLANNED ITINERARY		
FROM <sup>1</sup> —	TO —	EST. DURATION OF
<sup>1</sup> First entry must be the place vehicle is to report.		
REQUESTED FOR (Date and time)	RETURN PICK-UP (Date and time)	
REQUESTING OFFICIAL (Signature)	APPROVED BY (Signature)	
PART II. — For use of Dispatcher, Driver, and User		
TRIP OR LOAD RECORD	PASS. OR WT.	SPEEDOMETER READING
FROM—		
TO—		
TO—		
TO—		
TO—		
TO—		
TO—		
TIME	DATE	SPEEDOMETER READING
IN		IN
OUT		OUT
TOTAL TIME OF TRIP	TOTAL MILES DRIVEN ON TRIP	
HOURS	MINUTES	
This motor vehicle has been used for the official purpose stated above. (See note on reverse side of form.)		I have reported all services and supplies procured from commercial facilities, performed the preventive maintenance services listed, and reported any accident.
(SIGNATURE OF USERS)		(SIGNATURE OF DRIVER)

PART III. — For use of Dispatcher, Driver, and User (Continued)				
SERVICES AND SUPPLIES PROCURED FROM COMMERCIAL FACILITIES				
ITEM	UNIT	QUANTITY (Gallons of Fuel)	COST	
			UNIT	TOTAL
Fuel				
Fuel				
Fuel				
Fuel				
<b>Total Fuel Added</b>				
PREVENTIVE MAINTENANCE SERVICES (Indicate condition of items listed below by S—satisfactory, or U—unsatisfactory.)				
FUEL		BRAKES		ENGINE CONTROLS
CRANKCASE OIL		CLUTCH		FENDERS AND BODY
WATER		STANDARD FORM 91, operator's REPORT OF MOTOR VEHICLE ACCIDENT		TIRES
LEAKS-GENERAL		WINDSHIELD WIPERS		VEHICLE LOAD
INSTRUMENTS		GLASS		TOOLS AND EQUIPMENT
HORN		LIGHTS AND REFLECTORS		
REMARKS: (Explain unsatisfactory condition of items marked "U" above; describe any other defects noted while performing "before-operation," and "after-operation" services as outlined in manual M11-101; and in event of accident, make reference to attached Standard Form 91.)				
MotorPool fax # - 708-202-2789				
E85- Locator – <a href="http://www.e85refueling.com/">http://www.e85refueling.com/</a> Or <a href="http://www.afdc.energy.gov/afdc/locator/stations/">www.afdc.energy.gov/afdc/locator/stations/</a>				
<b>GAS CARD INSTRUCTIONS:</b>				
1. Insert gas card as instructed.				
2. <b>GAS RECEIPT IS REQUIRED.</b>				
3. It will ask for your <b>ID. This is 6 digits of the license plate number.</b> The number is also located on the bottom left side of the gas card.				
4. Press Enter				
5. Enter the odometer reading and press Enter.				
6. Lift nozzle and select grade. <b>Select low octane / or E-85 for flex fuel vehicles</b>				
7. Begin fueling.				
8. <b>Record fuel USAGE and TOTAL in Part III above.</b>				
Note. - Any officer or employee of the Government who willfully uses or authorizes the use of any Government-owned passenger motor vehicle . . . for other than official purposes . . . shall be suspended from duty by the head of the department concerned, without compensation, for not less than one month warrant (5 USC 78(c)2).				