Who Should Request the Fleet Vehicle

In-state Travel

System Employees (TCSG Official Work location)

Request Fleet Vehicle

Fleet Vehicle Available- Utilize Fleet Vehicle

Tier 2 Rate: If Personal Vehicle Used

Fleet Vehicle Not Available, Use Personal Vehicle -OR- Use Rental Car

Tier 1 Rate: If Personal Vehicle Used

System Employees (Official Off-site Work location)

Options- Use Rental Vehicle –OR- Use Personal Vehicle

Submit Travel Expense Form
No later than 45 days of travel return date
Such expenses, if reimbursed after 60 days, become taxable income to the traveler.

How to Request the Fleet Vehicle

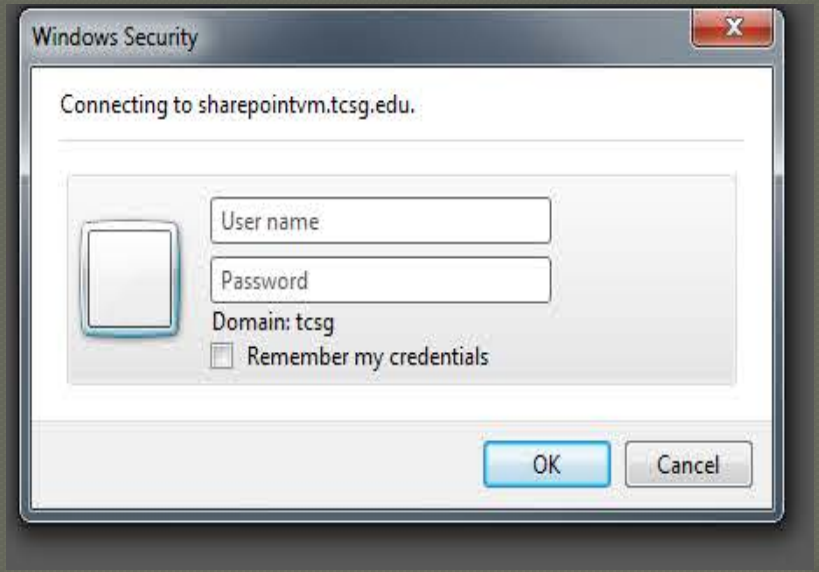
TCSG website

www.tcsg.edu → TCSG Intranet → Accounting
Under Travel Related

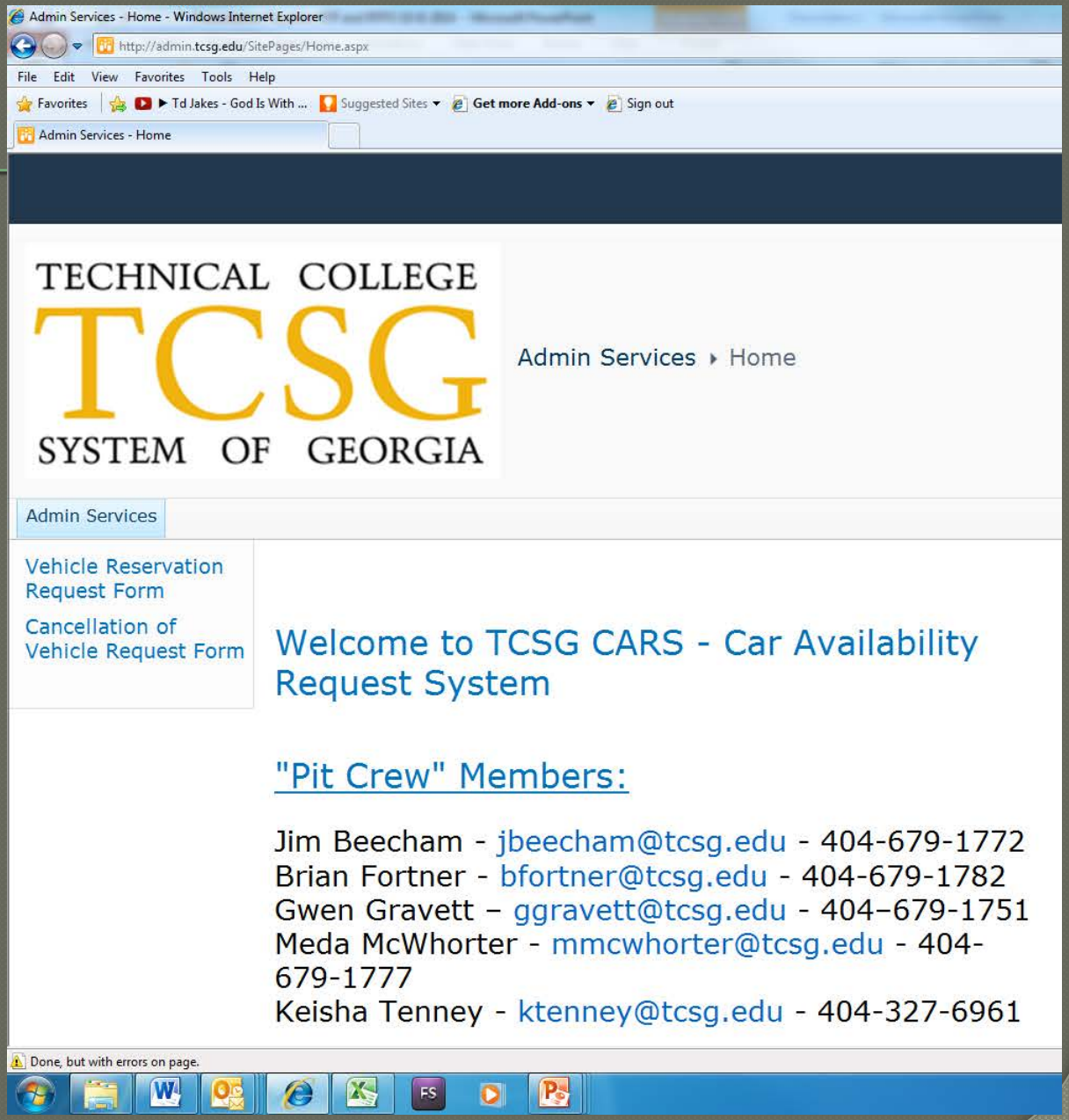
-OR-

http://admin.tcsg.edu/

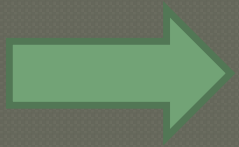
The following security window will open →



Select the Vehicle Reservation Request form



Complete all sections of the request form



The forms must be signed an submitted to Human Resources every six (6) months.

Does the driver currently have these forms on file with Human Resources? Yes

Requestor Information

First Name:	Michelle
Last Name:	Pinnock
Division:	Administrative Services
Department:	Accounting
Email Address:	MPinnock@tcsg.edu
Supervisor Name:	Charlene Wiley

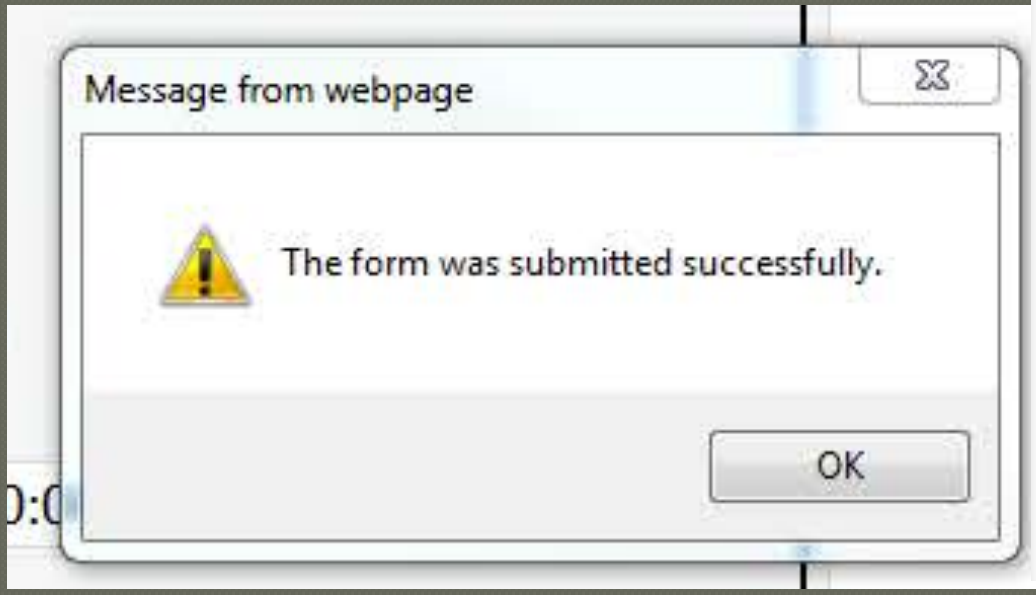
Driver Information

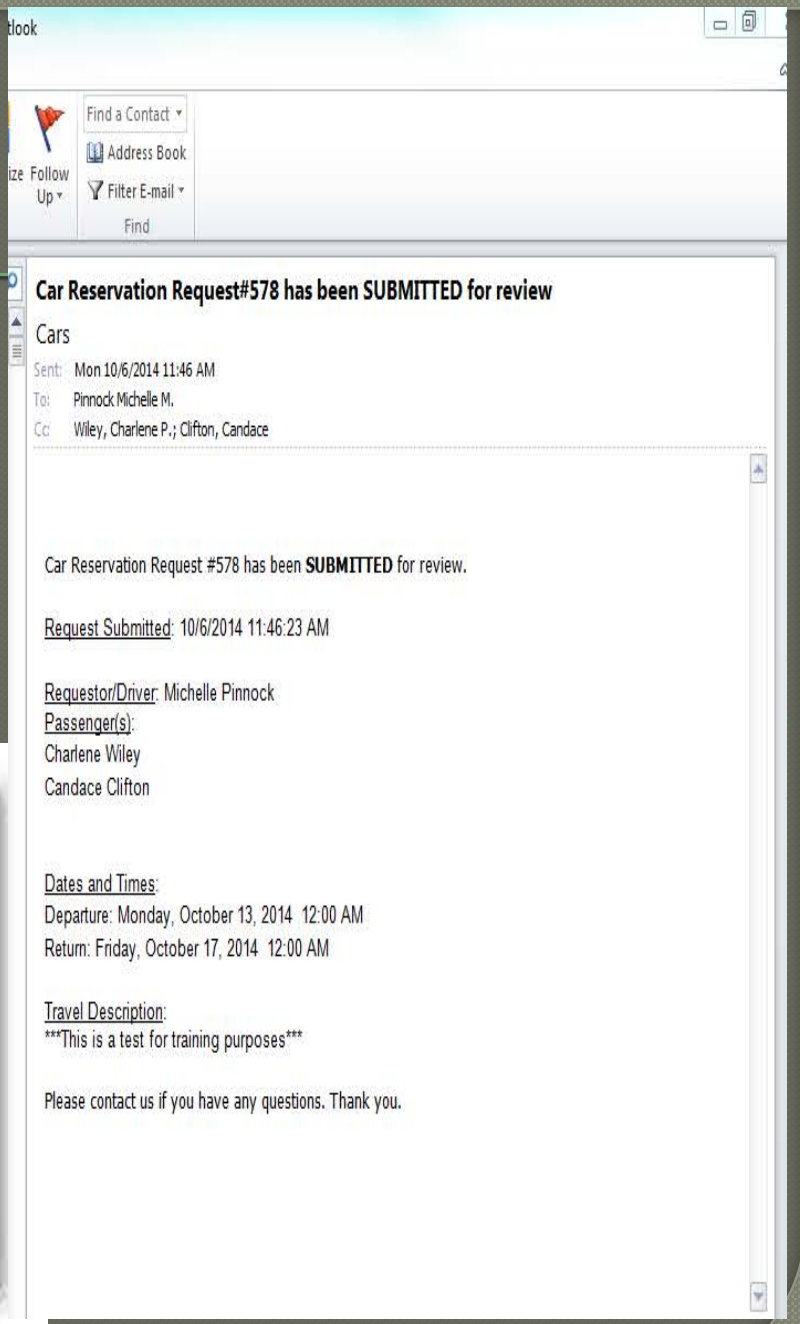
Is requestor also the driver? Yes Are there passengers? Yes If "Yes", how many? 3

First Name:	Michelle
Last Name:	Pinnock
Division:	Administrative Services
Department:	Accounting

Internet | Protected Mode: On

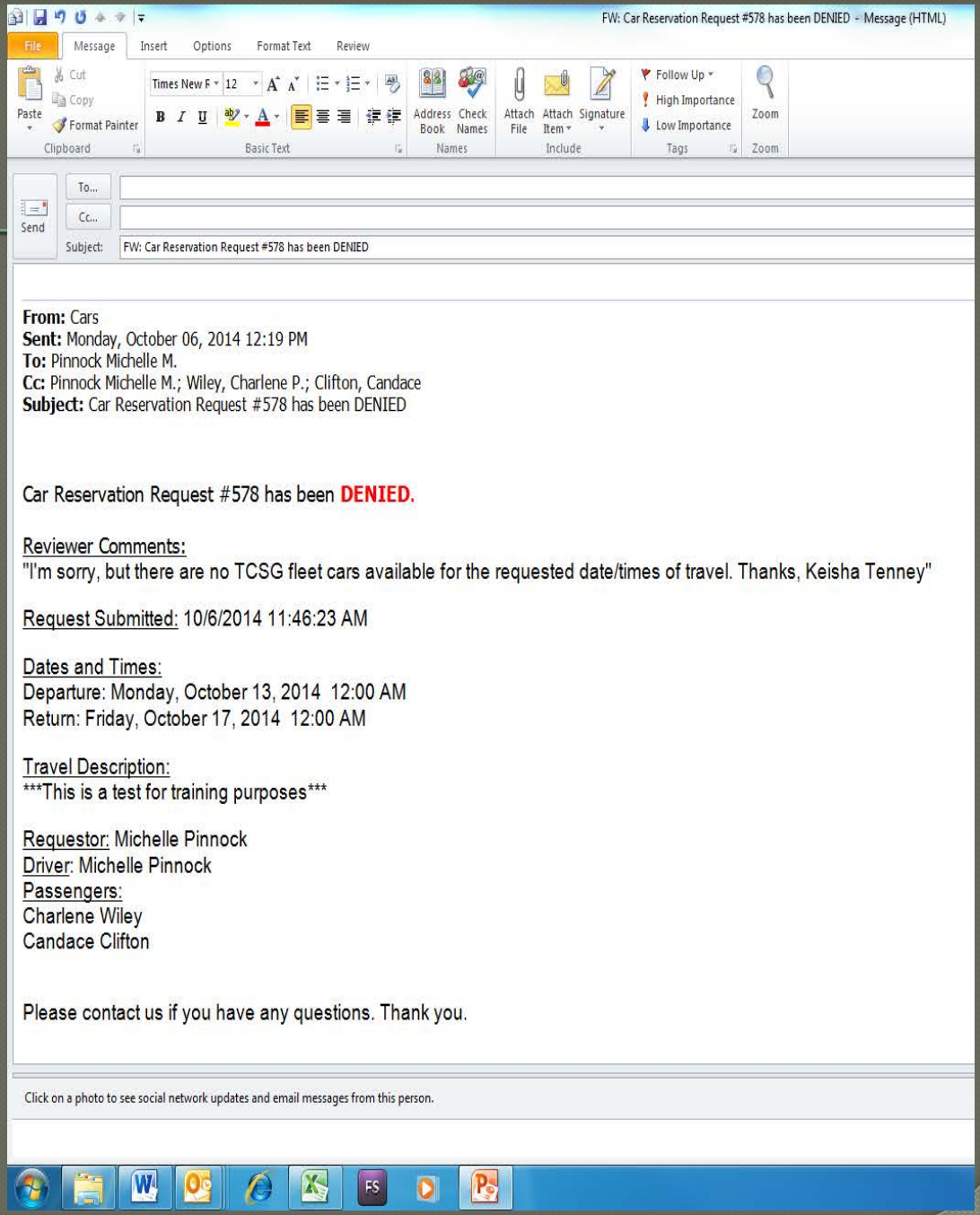
Confirmation Notices





DENIED Fleet Requests

DENIED Fleet Vehicle requests MUST upload to your Travel Expense



FW: Car Reservation Request #578 has been DENIED - Message (HTML)

File | Message | Insert | Options | Format Text | Review

Cut | Copy | Format Painter | Paste | Clipboard | Times New R | 12 | Basic Text | Address Book | Check Names | Names | Attach File | Attach Item | Signature | Include | Follow Up | High Importance | Low Importance | Tags | Zoom | Zoom

Send | To... | Cc... | Subject: FW: Car Reservation Request #578 has been DENIED

From: Cars
Sent: Monday, October 06, 2014 12:19 PM
To: Pinnock Michelle M.
Cc: Pinnock Michelle M.; Wiley, Charlene P.; Clifton, Candace
Subject: Car Reservation Request #578 has been DENIED

Car Reservation Request #578 has been **DENIED.**

Reviewer Comments:
"I'm sorry, but there are no TCSG fleet cars available for the requested date/times of travel. Thanks, Keisha Tenney"

Request Submitted: 10/6/2014 11:46:23 AM

Dates and Times:
Departure: Monday, October 13, 2014 12:00 AM
Return: Friday, October 17, 2014 12:00 AM

Travel Description:
This is a test for training purposes

Requestor: Michelle Pinnock
Driver: Michelle Pinnock
Passengers:
Charlene Wiley
Candace Clifton

Please contact us if you have any questions. Thank you.

Click on a photo to see social network updates and email messages from this person.