

Unit rented

Motor Pool Check-In Invoice

Unit ID	Fleet	Group	Equipment Type	Equipment Make
7623	PL	VN	Rental Cargo Van	Ford
License #	State / Year	VIN/Serial Number		Equipment Model
██████	/ 2009	████████████████████		E150

Requester's Name

Time/Date we entered reservation into our database

Scheduled By: C ██████ M ██████
Phone: (831)4 ██████

On: 01/06/2015 03:18 PM
Email: c ██████@ucsc.edu

Person who was signed up to operate vehicle

Driver 1: J ██████
Phone: (831)4 ██████

Employee ID: 1 ██████ Internal use only
DL#: State: CA

Driver 2:
Phone:

Employee ID:
DL#: State:

This is the time/date we assign to your check out/check-in. All reservations are billed on days used.

Check-Out Actual:
Site: GARAGE
Day: 01/06/2015 08:00 AM

Check-In Actual:
Site: GARAGE
Day: 01/13/2015 10:00 AM

Meter In/Meter Out

Meter Reading: 36,189
Fuel Level (1/8ths): Empty

Meter Reading: 36,317
Fuel Units to Refill (1/8ths): None

These fields are left blank

Invoice to Customer: 7 ██████-01 - Fleet Services

Customer ID # first 6 is ORG code on statement

Apply Equipment Billing Code: R4 - Rental Cargo Van Billing Rate

Invoicing Data: No Charge:

Invoicing Resource	Unit Rate	Miles Included	Units		Calculated Charges		Charges Applied
			Sched	Actual	Sched	Actual	
Month	20.00	0	0	0	0.00	0.00	0.00
Week	0.00	0	0	0	0.00	0.00	0.00
Day	60.00	0	7	8	420.00	480.00	= 480.00
Hour	0.00		0	0	0.00	0.00	0.00
Mile (Standard)	0.00			0		0.00	0.00
Mile (Extra)	0.00			0		0.00	0.00
Fuel	0.00			0		0.00	0.00
No Show	95.50					0.00	0.00
Miscellaneous					0.00	31.75	31.75
Totals					420.00	511.75	511.75

Misc. Fees is most often where fuel is billed. Other examples are tolls, cleaning, lost keys, etc.

Grand Invoice Total

Miscellaneous Charges

Expense Category	Qty	Rate	Rate Type	Total
Misc. Fees	1.00	\$31.75	Each	\$31.75

If we billed anything in Misc. Fees, we'll be sure to describe it, in detail, in the notes.

Signature: _____

Notes: Damages Repair Required Accident

In use for 7 ██████ during the repairs. Checked out on 1/6/15. Returned on 1/13/15 - tjd. Fuel Tag 78977.