

Reservation and Authorization For Use of University Vehicle Form (VRES)

The VRES form is divided into the following sections:

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Introduction to the VRES Form

Overview

The Vehicle Reservation/Authorization (VRES) form is used to reserve and authorize the use of any Fleet vehicle by a University employee for official University business.

To assure availability of a vehicle, Fleet Operations encourages you to make the reservation as early as possible.

You no longer need to call Fleet Operations to obtain a Fleet Reservation Number before doing the VRES form. Simply complete the VRES form, add and submit it. Once the VRES form has completed the department approval path, it will go to a Fleet Operations Central Desk. Fleet Operations will then assign a Fleet Reservation Number, approve the form and send an electronic copy of the form to the requestor ID indicated on the VRES.

All VRES forms must be awaiting the Fleet Operations Central Desk by 4:00 P.M. one working day prior to the vehicle pick up date.

> **Notes:**

- If any changes need to be made to the reservation after the Fleet Reservation Number is assigned, contact Fleet Operations, 865-7571.
- If the reservation needs to be cancelled after the Fleet Reservation Number is assigned, contact Fleet Operations, 865-7571.

Use of the VRES Form

How to Pull Up a Blank Form

- Select **CCOM** from the **Net-Pass Activity Table** to go into the production environment.
- Select **IBIS Admin Menus** at the **Com-Pass** screen.

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11/10/95          INTEGRATED INFORMATION BUSINESS SYSTEM          M4TR
12:26:49.4              E A S Y                                  MLP3

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
URES             Vehicle Reservation/Auth
DBAF             Direct Bill Air & Rail

NEXT FUNCTION: VRES 1          PREV MENU: M3FM
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END  .  .  .  .  .  .  KEYS  PRNT  .

```

1. At the **NEXT FUNCTION** line, type **VRES**.
2. Press **Enter**, and a blank **VRES** form will appear, ready to be completed.

> **Note:**

- To locate the form within the IBIS menus, follow the steps below:
1. At the **M1M1** (IBIS Main Menu) menu, enter **M2AS** (EASY Electronic Approval System) at the **Next Function** line and press **Enter**.
 2. At the **M2AS** menu, enter **M3FM** (EASY forms) at the **Next Function** line and press **Enter**.
 3. At the **M3FM** menu, enter **M4TR** (Travel) at the **Next Function** line and press **Enter**.
 4. At the **M4TR** menu, enter **VRES** (Reservation and Authorization for Use of University Vehicle) at the **Next Function** line to pull up a blank VRES form.

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PLEASE ENTER FORM ACTION OR HIT 'PF10' FOR 'FAMS' OR 'AUX ACCT6'
RESERVATION AND AUTHORIZATION FOR USE OF UNIVERSITY VEHICLE
FORM ACTION: AD 1  FORM NUMBER:          UNIT:          CONFIDENTIAL?: 2
Prior Approval (Y or N): N  Fleet Reservation No:          Auth/Resv: _
Requestor Date: 11 3 10 / 1995  Reqstr: JANE SMITH. 4  Id: 5
Requestor Phone: 6 3 - 1234  Vehicle Type Requested: 211 7
User Name: JANE SMITH 8  # In Vehicle: 1 9  Fleet Driver Needed? 10
SSNo: 11 3 - 45 - 6789  Destination: 12  TOONA
Office
Address: 54 BOUCKE 13  Pick Up: 14 / 20 / 1995  08 : 00 AM
Purpose: 15  ETING  Return: 11 16 10 / 1995  05 : 00 PM
Use: _ _ _ _ _
***** CHARGE TO: *****
Dept      Fund   Obj   Proj   Est
Ref No    No    CI   No    Cost
- / 17 - 18  01 0 19 45 UP 20 010 21 22 23

NOTE PAD AREA: _____ 24
                _____
                _____

Last Action:      Status:
Last Action Name:
NEXT FUNCTION: _____ (MENU,END)

```

1. At **Form Action**, type **ADD**.
2. At **Auth/Resv**, enter **A** for authorization or **R** for reservation.

> Notes:

- **A** — indicates that this form is only an *authorization* and the actual reservation was phoned in.
- **R** — indicates that this form is the initial *reservation* and it has not been phoned in.

3. The **Requestor Date** is system-generated but can be changed.

4. At **Reqstr** enter the person's name that is adding the form.

5. At **ID** enter the person's userID that is adding the form.

> Note:

This is the person or userid that Fleet Operations will send the final copy of the form to.

6. At **Requestor Phone** enter the person's telephone number that is adding the form.

7. At **Vehicle Type Requested**, enter the code for the type of vehicle needed. Press **PF1** for a list of the vehicle codes.

Example:

311 (Standard Size Sedan)

8. At **User Name**, enter the person using the vehicle.

9. At **# In Vehicle**, enter the number of persons traveling in the vehicle.

10. At **Fleet Driver Needed**, indicate **Y** (yes) or **N** (No) if a fleet driver is needed.

11. At **SSNo**, enter the user's social security number.

12. At **Destination**, enter city and state of destination.

13. At **Office Address**, enter the user's office address.

14. At **Pick Up Date and Time**, enter the date and time the vehicle will be picked up from Fleet Operations.

Example:

10 / 12 / 1998 08 : 00 AM

15. At **Purpose**, enter a detailed purpose of the trip.

Example:

ASTD Conference

16. At **Return Date and Time**, enter the date and time the vehicle will be returned to Fleet Operations.

Example:

10 / 14 / 1998 11 : 00 PM

17. At **Dept Ref No**, enter the department's reference number.

Example:

1998/1999 - 4501

18. A valid **Post Code** can be entered if the auxiliary accounting system within the VRES is going to be used.

19. At **Dept No**, enter the budget to be charged. The format for the budget is NN-NNN-NN_UP.

Example:

Budget 12345 UP should be entered **0102345** UP.

Zeros are placed before and after the first number of the budget.

20. At **Fund No**, enter the fund number to be charged.

Example:

10010

21. At **Obj Cl**, enter the appropriate object classification code for travelling.

Example:

336 (in-state travel)

22. At **Proj No**, enter a project number to be charged, if applicable.

23. At **Est Cost**, enter an estimate of the cost of the vehicle. Do **not** use cents.

Example:

200

24. Information can be entered in the **Notepad**.

Press **PF12** to process the **ADD** function.

Enter **SUB** at Form Action and press **PF12** to submit the form through the approval path.

Last Revised: 07/22/2003