



**Step #1:** Call x3446 or email [jsanders@northwestms.edu](mailto:jsanders@northwestms.edu) to check availability of vehicles for the times/dates needed. *Please start the process well in advance of your trip dates.*

**(Filling out the Trip Reservation Form, is not the first step.)**

**Step #2:** Go to the Northwest website, Staff Docs and Logins, Forms to access electronic Trip Sheet. <http://www.northwestms.edu/wp-content/uploads/2018/10/TRIP-SHEET-FILLABLE-ext.pdf>

Complete the entire top section of the electronic form. All sections must be completed here as part of the approval by your supervisor and as required to complete billing for the trip. **If you do not have an assigned personal Fuelman DIN#, see the instructions at the bottom of this page.** The vehicle should be reserved in the name of the responsible driver. Responsible drivers are NWCC employees only.

**Step #3:** Download the completed form. Email the completed form to your Division/ Department Director for approval. (Do not email the form to the Transportation Department. The Trip Sheet must be sent by the supervising Division/ Department Director.)

**Step #4:** The Division/ Department Director must email the completed electronic form to the Transportation Department at [jsanders@northwestms.edu](mailto:jsanders@northwestms.edu) This email serves as the approval for trip billing. This email must be received to confirm the vehicle reservation.

**Once the Division Director's email with the Trip Sheet as been accepted by the Transportation Department, you will receive a confirmation email, guaranteeing your transportation reservation.**

**Step #5:** Pick up the reserved vehicle from the Transportation Department gated lot at the time/date confirmed on the Trip Sheet.

***Enjoy your trip! When returning to campus, please follow these two simple requests:***

**Step #6:** Fill up the gas tank upon arriving in Senatobia. *Make sure you enter the odometer reading accurately when fueling! This is vital when calculating fuel expenditures.*

Empty the vehicle of any trash.

**Step #7:** Return the reserved vehicle to the Transportation Department gated lot on the time/date confirmed on the Trip Sheet (not in another parking lot on campus). Prompt vehicle return is vital to ensure accurate scheduling.

***Each NWCC vehicle has a dedicated Fuelman gas credit card, however each driver must have a dedicated personal 5-digit Driver Identification Number (D.I.N.), formerly known as P.I.N. (Personal Identification Number) in order to use the Fuelman card. (You may not continue to use your Division Director's DIN number.) If you do not have a personal DIN, you must apply for it at or before the time of reservation. You will need to provide your driver's license number and your NWCC ID number.***