

UW Extension Funded Vehicle Usage Directions

- Login to UW Extension web page: <http://www.uwyo.edu/uwe/>



- Once here, go down to bottom of page and click on **employee login** button



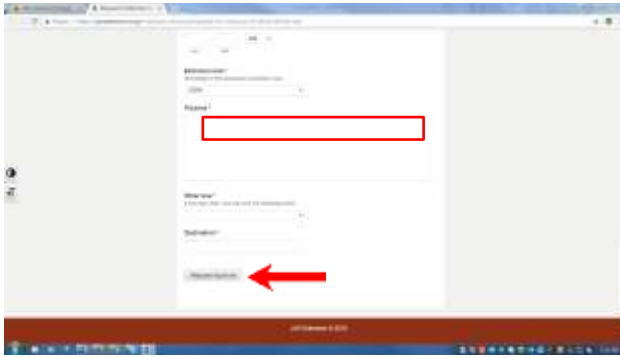
- On the right side of your screen, click on **Car Pool Request**



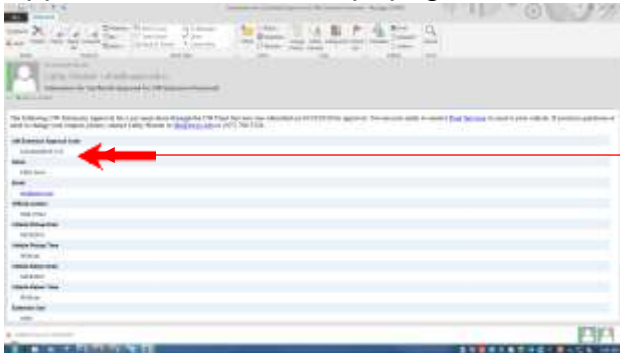
- This will take you to the Extension car pool site to request Extension funded vehicle usage.



- Fill out the form completely. If you leave a field empty, your request will not process. When completed, hit the request approval button.



- You will receive your approval code via email from UW Extension shortly and during regular business hours. Requests made after business hours will be acknowledged the next business day. Copy the **approval code** and go back to the “UWE Vehicle Approvals: The Next Step” page.



- Click the blue “Reserve your Vehicle” button.



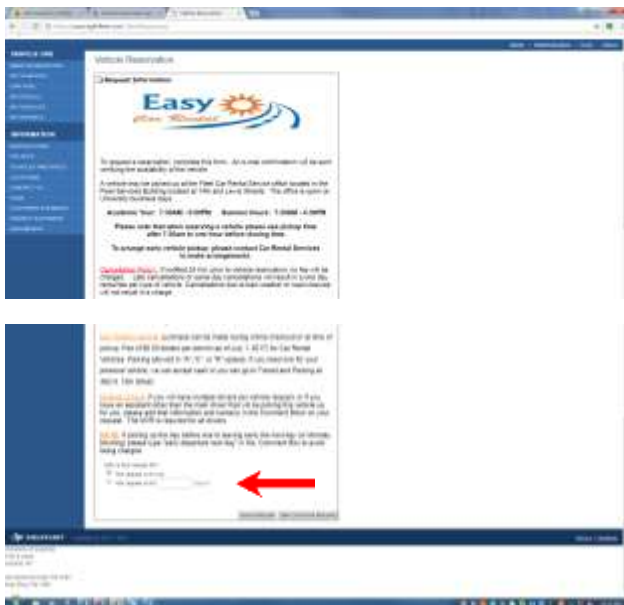
- Enter your email and password on the Fleet Services site (You must set up your profile with UW Fleet Services prior to making reservations).



- On the left side bar, click on “Make Reservation” button.



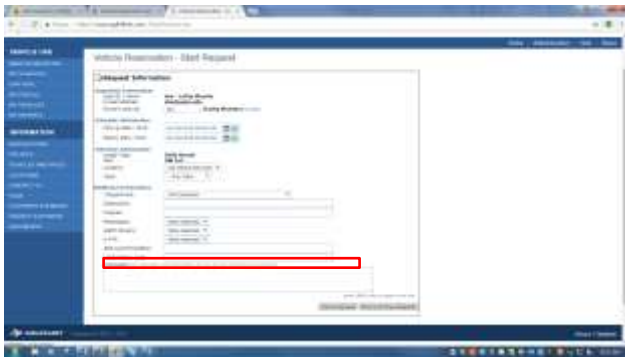
- At the bottom of the next page, mark who the request is for and then hit the “next (continue request)” button.



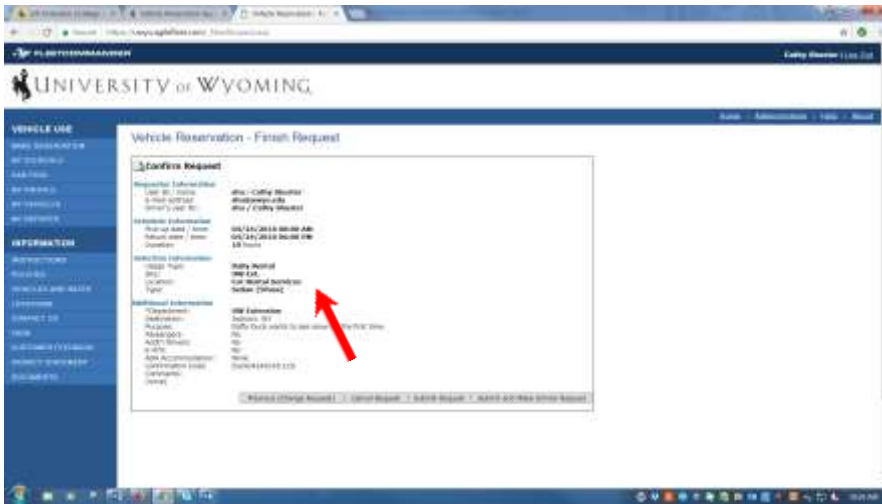
- The next step is to decide what type of usage you are looking for.



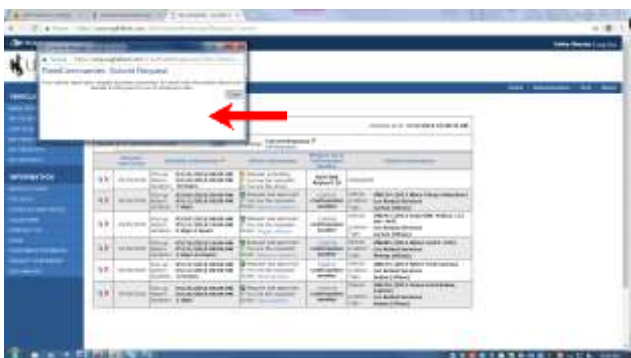
- Fill in all the fields again (sorry it's duplicated☹️) and add your UW Extension approval code (recent email from UW Extension office) in the confirmation approval code box. Without the code your department will be billed for this travel.



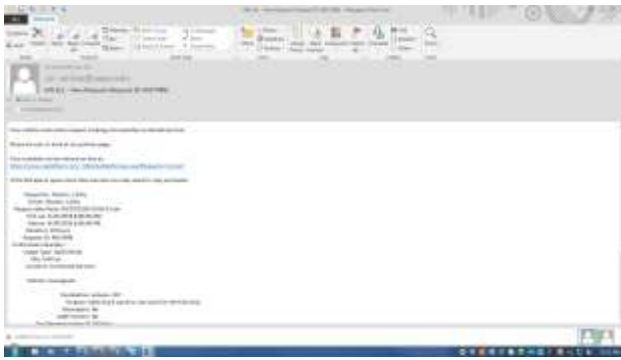
- Confirm your request on the next screen. Make sure everything is correct and hit the “Submit Request” button.



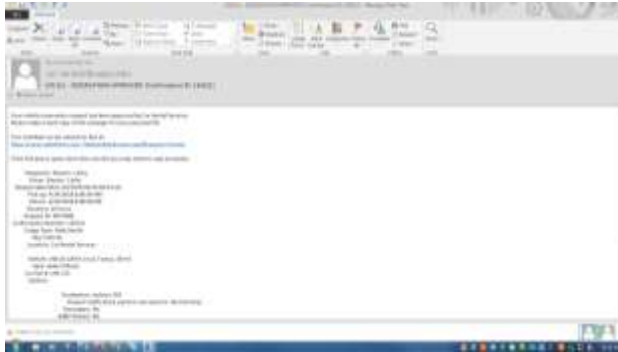
- The next screen shows all the reservations you have made through Fleet Services and says “Your vehicle request has been submitted. An email with information about your request is being sent to you.”



- You will receive an email showing you requested a vehicle.



- Almost done! Once Fleet Services receives your request and assigns your vehicle, you will receive another email showing your reservation is complete.



- Be sure to take your drivers license with you to show eligibility. Have a safe trip! 😊