

**Fleet Services Division**  
**MP-3 Monthly Vehicle Trip Report**  
(alteration of this form is prohibited)

\*Report must be submitted to the Fleet Services Division by the fifth working day of each month\*

License Plate \_\_\_\_\_

Department/Division \_\_\_\_\_

Appropriation Unit \_\_\_\_\_  
(budget account and category)

Begin date \_\_\_\_\_

Beginning mileage \_\_\_\_\_

Ending date \_\_\_\_\_

Ending mileage \_\_\_\_\_

Total Days Used for the Month \_\_\_\_\_

Total Miles Driven \_\_\_\_\_

City Vehicle Stored In: \_\_\_\_\_

Agency Contact Name and Phone number: \_\_\_\_\_  
Please print or type

Name of person completing this form: \_\_\_\_\_  
Print or type

Signature of person completing this form: \_\_\_\_\_

NOTE: By signature above, agency certifies that they have reported any accidents involving the vehicle during their use, any citations received resulting from vehicle use, that they have reported any vehicle defects to a Fleet Services attendant, and that the odometer readings, miles driven and days used as shown above are accurately reported.

**Reporting Options:** Form may be submitted by fax to the Carson City office, by email to [Carsonfleet@admin.nv.gov](mailto:Carsonfleet@admin.nv.gov) or hard copies can be sent to the Carson City office (two copies must be provided when submitting hard copies).

**Do you need to change a stored location of a vehicle?** This requires authorization from Fleet Services. Contact the Carson City office for approval.

**CONTRACT TERMS AND CONDITIONS:** The renting division agrees to exercise all reasonable care and observe all traffic laws while using a state vehicle. Except for Acts of God, mechanical failure or identifiable third party accident fault, the renting division will return state vehicles in the same condition as received, less normal wear and tear, and will be financially responsible for all abuse or physical damage expense. All non-reported accidents/incidents, including accidents/incidents reported after the reporting time requirements, will result in billing to the renting division for total physical damage sustained by the state vehicle.

Each Fleet Services' vehicle is issued fuel cards. The renting agency will be responsible for returning the vehicle with all fuel cards. If fuel cards are not returned, Fleet Services will bill the agency a replacement fee for each missing fuel card. The renting agency may be responsible for any charges on the fuel cards.

List any concerns with vehicle:

**Telephone:**  
Carson City . . (775) 684-1880  
Reno . . . . . (775) 688-1325  
Las Vegas . . . . (702) 486-7050

**Fax:**  
Carson City . . (775) 684-1888  
Reno . . . . . (775) 688-1309  
Las Vegas . . . . (702) 486-7042

**Email:**  
[Carsonfleet@admin.nv.gov](mailto:Carsonfleet@admin.nv.gov)  
[Renofleet@admin.nv.gov](mailto:Renofleet@admin.nv.gov)  
[Vegasfleet@admin.nv.gov](mailto:Vegasfleet@admin.nv.gov)