REQUEST FOR MOTOR TRANSPORTATION
(APVR-RDL-OST)

INSTRUCTIONS FOR USARAK FORM 248

ALL INFORMATION, EXCEPT BLOC 13 SHALL BE TYPED OR PRINTED

Block 1:	Add supplement address information to ensure delivery to TMP
Block 2, 3:	Self explanatory
Block 4:	Individual requesting transportation services
Block 5, 6:	Self explanatory
Block 7:	Activity which requires transportation
Block 8:	Self explanatory
Block 9:	If TMP provides driver, will driver be required to wait for further transport?
Block 10:	Required for dispatcher information, blocks a thru e are self explanatory
Block 11:	Enter fund site for reimbursable support
Block 12:	Self explanatory
Block 13:	Name and telephone number of the requester's transportation coordinator.
Block 14:	Signature of individual listed in block 13.
Block 15:	For TMP Use only, blocks a thru e are self explanatory

REQUESTS WILL BE SUBMITTED IN DUPLICATE. AFTER THE TMP COMPLETES BLOCK 15, THE INDIVIDUAL IN BLOCK 4 WILL BE NOTIFIED.

REQUEST FOR MOTOR TRANSPORTATION
(APVR-RDL-OST)

1. TO: TMP		2. DATE WANTED	3. TIME WANTED
4. REQUESTED BY (NAME)	TELEPHONE #	5. DRIVER REQUIRED (YES/NO):	6. DATE/TIME RETURN
5. REQUESTED FOR (ORGANIZATION)	TELEPHONE #	8: # PASSENGERS	9. WAIT (YES/NO)

10.	a. POINT OF CONTACT	15. TMP USE ONLY
DISPATCH INFORMATION	b. PICKUP AT BUILDING #	a. ( ) APPROVED ( ) DISAPPROVED
	c. DELIVER TO BUILDING #	b. DATE/TIME REQUEST RECEIVED
	d. POST TO BE DELIVERED TO:	c. REQUEST RECEIVED BY
	e. TYPE AND AMOUNT OF CARGO:	d. TYPE VEHICLE AND TMP #
11. PURPOSE OF TRIP:		e. COMMENTS
12. FUND SITE:		
13. TRANSPORTATION COORDINATOR:	TELEPHONE #	
14. SIGNATURE		