Motor Pool Vehicle Rental Procedure

Current IU travel guidelines require an approved Chrome River pre-approval report for all travel. When requesting a vehicle in the IU Fleet Services website (Fleet Commander) you now must enter the Chrome River pre-approval report ID number when prompted in the designated field. In addition, for reservations involving out of state travel, you must also email a copy of the Chrome River pre-approval report to motrpool@indiana.edu.

Tips for managing your Motor Pool related Chrome River pre-approval report:

- A four door mid-size car from motor pool is $36/day. Other vehicle options and prices are linked here. For a single day trip to another campus using a mid-size car, select the “Car Rental” expense tile on the pre-approval report and enter $36, or multiply $36 by however many days you’ll rent the car.

- Once your pre-approval report is approved, you can use the pre-approval report ID# in the Fleet Commander rental system.

- Expire the pre-approval in Chrome River once your reservation with Motor Pool is confirmed.