

Objective

Outline the policy regarding late cancellation of motor pool vehicles at the University of Michigan (U-M).

Policy

1. The using department can call and cancel a vehicle reservation up to 24 hours prior to reserved departure time without incurring a late cancellation charge.
2. If the reservation is not cancelled or cancelled within 24 hours of the reserved departure time, a fee equal to a one day rental charge for the reserved vehicle type will be assessed to the using department.