



## VEHICLE RENTAL REQUEST FOR OUT OF STATE TRAVEL FORM DIRECTIONS

This is an interactive computer fillable pdf form used to streamline the process of attaining approval to travel outside the State of Utah with a University vehicle. It is the responsibility of the primary driver to fill out the form completely in so far as to attain approval from his/her immediate supervisor. Fields highlighted in red are required before the form can be submitted by the primary driver's supervisor to Fleet Services for approval.

### Primary Driver Information

Name, UNID, Department, and Email are required field. Please read the statement. Once the links have been reviewed, please check that you understand University Policies regarding out of state travel with a University owned vehicle.

### Reservation & Trip Information


All required fields are in red. In the field entitled First Destination note that this is NOT your starting location. This is your first out of state city destination. If you are traveling to more than one city, please provide this information. If you are traveling to more than three out of state destination, please indicate so in the description of your general route.

Please note it is helpful to provide a descriptive summary of your business purpose.

### Additional Drivers

Please type in the driver's name and UNID information and answer the questions in the table. This is a tool to indicate to you whether or not the proposed University affiliated person is authorized to drive a University owned vehicle. If you answer no to any one of these question, the person cannot drive the University vehicle.

### Travel Approval By Supervisor

Please save the PDF document by clicking on the save as icon  with the naming format of End Date of Travel (Year. Month. Day) then Primary Driver's Name (i.e. **2014.09.15 Justine Case.pdf**). After the PDF file has been saved to your documents, email the form to your supervisor for his/her approval. Your supervisor will fill in the rest of the requested information and submit the form to Fleet Services. The supervisor's email and the name of the supervisor must match to attain approval to travel outside the State of Utah with a University vehicle.

If you have questions, please contact Fleet Services at 801-581-8155 or Risk and Insurance Management at 801-581-5590.



# VEHICLE RENTAL REQUEST FORM FOR OUT OF STATE TRAVEL

### Primary Driver

Name		UNID	
Department		Email	

By checking this box, I acknowledge that I have reviewed and understand the University of Utah [Auto Insurance Provisions](#) section located at the University of Utah Risk and Insurance Management website and the provisions contained in the University of Utah [Regulations Policy 3-215: University Fleet Services](#). Furthermore, I understand that it is my responsibility to ensure that additional drivers listed on this request will also comply with these provisions.

### Reservation & Trip Information

Reservation Number: \_\_\_\_\_ Vehicle Type: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Reservation Pick Up Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

STATE CITY  
 First Destination: \_\_\_\_\_  
 Second Destination: \_\_\_\_\_  
 Third Destination: \_\_\_\_\_

Please describe your general route:

Describe the business purpose of your travel:

### Additional Drivers (Note if there are more drivers, please complete an additional form)

DRIVER NAME	UNID	OVER 18?	VALID DRIVER LICENSE?	DRIVER TRAINING COMPLETED?
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

### TRAVEL APPROVAL BY SUPERVISOR (i.e. Dean, Director or Department Head):

By submitting this form electronically, I acknowledge that this is my electronic signature of approval. I designate this trip to be for official university business purpose. I have advised the above primary driver that the vehicle(s) shall not be used for personal purposes ([University Rule 3-215A.II.C](#)).

\_\_\_\_\_  
 (NAME) (TITLE) (UNID) (DATE)

### ADMINISTRATION APPROVAL FOR OUT OF STATE VEHICLE USE:

Fleet Services	Name:	Initials:	Date Approved:
Risk Mgmt	Name:	Initials:	Date Approved:

This form must be completed and returned to Fleet Services at least 3 to 5 days prior to the trip.