

Date: \_\_\_\_\_

To: \_\_\_\_\_ (Name of driver)

Dept: \_\_\_\_\_

From: Fleet Services

Please answer the questions listed below. Forward this form to the Office of Administration. They will, if approved, return the form to Fleet Services.

Travel in the Continental U.S. beyond 100 miles of the California border requires advance approval of the Office of Administration. (See Policy and Procedure Manual 300-30.)

Travel to Mexico requires advance approval of the Vice Chancellor-Administration and special insurance. (See Policy and Procedure Manual 300-30 and 370-25.) A copy of this approval form (after approved) shall be taken to Property and Liability along with information on the rental vehicle. A notarized letter will be forwarded to the driver from Property and Liability in order to obtain insurance at the Mexican border.

Type of vehicle \_\_\_\_\_

Date required \_\_\_\_\_

Length of time \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Considerations and Responsibilities:

1. Driver \_\_\_\_\_

Driver's license # \_\_\_\_\_ Expiration date \_\_\_\_\_

2. Road/Weather conditions:

Chains required? \_\_\_\_\_ Anticipated temperature \_\_\_\_\_

3. Number of passengers \_\_\_\_\_ Luggage \_\_\_\_\_

4. Equipment carried \_\_\_\_\_

5. Towing a trailer? \_\_\_\_\_ Trailer # \_\_\_\_\_

6. Special requirements \_\_\_\_\_

\_\_\_\_\_

7. Emergency contact: Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

8. The licensed driver responsible for the vehicle will:
- a. Have personal finances to cover gas, repair costs, and towing if the credit card is not accepted.
  - b. In case of a breakdown, wait for repairs to be made so the vehicle can be driven back to Davis. (UCD Fleet Services rates do not cover providing replacement vehicles or picking up vehicles left at remote areas outside California.)

9. A reservation has been made at Fleet Services for this vehicle.  
Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes \_\_\_\_\_  
(date)

10. Would a rental vehicle from a private company better serve the needs of the department?  
See Policy and Procedure Manual, section #300-10 for information or call Purchasing for rates. **Note: Rental companies will provide a replacement on the road in case of a breakdown.**

\_\_\_\_\_  
(Department Chair/Manager signature) (date)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Department)

\_\_\_\_\_  
(Approval-Vice Chancellor- Administration) (date)

Vehicle # assigned for this trip \_\_\_\_\_