University of California, Riverside Fleet Services

3401 Watkins Drive, Riverside, CA 92521 Phone: 951-827-2277

Authorization to Operate State-Owned Vehicles Outside of California

In compliance with the campus policy, completion of this form provides authorization for state-owned vehicles to be operated out of the state. This completed form is to be carried in the vehicle glove compartment while traveling in another state. Complete the top portion of this form prior to the reservation pick up date, including your department Chairman's approval. Then, send a digital copy to Fleet@ucr.edu.

Driver	Campus				
Name	Department				
Scheduled	Scheduled				
Departure (MM/DD/YYYY)	Return	Return (MM/DD/YYYY)			
Destination					
(City, State)					
Purpose					
Passengers – List all (If more lines requi	red, use second page)				
Name (First and Last)		Designation	Designation		
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X					
Driver Signature	Print Nam	e		 	Date
X					
Department Chair Signature	Print Nam	e			Date
 eet Use Only					
					
ehicle #	License Plate				
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ear/Make/Model	-				
X					
Fleet Employee	Print Nam	e			Date

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