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. Drivers must have a digital or hard copy of this form while traveling. Complete the top portion of this form prior to the reservation pick up date, including your Department Chair's approval. Then, send a digital copy to fleet@ucr.edu.

Driver Name	Campus Department
Scheduled Departure (MM/DD/YYYY)	Scheduled Return (MM/DD/YYYY)
Destination (City, State)	
Purpose	
Passengers – List all (If more lines required, use second page)	
Name (First and Last)	Designation
	☐Faculty ☐Staff ☐Student
	☐Faculty ☐Staff ☐Student
	☐Faculty ☐Staff ☐Student
	☐Faculty ☐Staff ☐Student
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	☐Faculty ☐Staff ☐Student

X_____
Driver Signature Print Name Date

X_____
Department Chair Signature Print Name Date

Fleet Use Only

Vehicle # 5-	License Plate
Year/Make/Model	

X_____
Fleet Employee Print Name Date

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