



SALT LAKE
COMMUNITY COLLEGE

FLEET VEHICLE OUT-OF-STATE TRAVEL REQUEST

NOTICE: This request is to be filled out by the primary driver of the vehicle.

Commercial rental vehicles should be used for travel out of state.

If requesting an exception to this policy, please fill out the information requested and return the form to: Nancy Sanchez, at nancy.sanchez@slcc.edu AND Annette Palmer, at annette.palmer@slcc.edu.

Why is commercial rental vehicle not being used? (If cost, provide both dated rental quote from State Contract rental agency and calculated fleet cost.)

Driver Information

Name (Please Print)	Drivers License Number	21-years of age or older? (yes/no)	Moving violations in last 12 months? (yes/no)	SLCC driver safety training current? (yes/no)

Trip Information

Destination:	
Primary Contact:	Phone #:
Purpose of Trip:	
How many miles each way?	
Estimated travel time each way?	
Number of driving breaks each way?	
Departure Date:	Time:
Arrival Date:	Time:
Return Date:	Time:
Arrival Date:	Time:

Will any driving take place between 11:00 p.m. and 5:00 a.m.?

How many individuals (including driver) will be riding in the car?

Are any individuals not SLCC employees/students?

(If so, specify)

Is a trailer being towed?

If so, are all drivers experienced towing? Please explain each driver's towing experience. (Include driver name, length of towing experience in months/years, and types of vehicles towed in the past.)

This form was completed and submitted by: