

___ Employee
___ Faculty
___ Student

SALT LAKE COMMUNITY COLLEGE
MILEAGE/MOTOR POOL AUTHORIZATION
FISCAL YEAR _____

| ATTACH PHOTO COPY OF LICENSE – IF EXPIRATION ON BACK, PHOTO COPY BOTH SIDES | | | | | | | |
|--|-----------------|--------------------------|--------------------------------|----------------------------|----------------------------|---------------|-------------------|
| Name | Position | Banner ‘S’ Number | Birth date MM/DD/YY | Valid Utah DL No. * | Expiration Date | CDL ** | Index Code |
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The individuals listed above are authorized to incur and charge appropriate mileage and/or motor pool expenses to my department (s) while on official College assignment during the above fiscal year.

Department: _____

Date: _____

Department Supervisor: (PRINT) _____

Supervisor Signature _____

* A valid Utah driver’s license is required, please attach a legible photo copy, if expiration is on back, photo copy both sides. For insurance purposes, the above information will be verified with the Driver License Division. This form should be completed before employees are assigned tasks that require usage of a motor pool or personal vehicle.

** A “CDL” license (class A, B, or C) with passenger and airbrake endorsement is required to drive the bus.