

SLCC Mileage / Motor Pool Authorization Form

To be authorized to drive on College business and receive mileage or travel reimbursement,
YOU MUST COMPLETE EACH OF THESE STEPS:

1) Complete the online State Risk Defensive Driver Training course by following the [Driver Training Step-by-Step Instructions](#) closely.

2) Fill out this form and have a supervisor sign and date.

- We cannot accept this form without an index code AND your supervisor’s signature.
- For this document, your supervisor is the person who approves your time sheet in Banner.

3) Submit this form with:

- Your Certificate of Achievement printed from your Utah Learning Portal “Me” tab.
- A legible copy of your driver’s license, preferably in color.
- A copy of any additional required driving documentation for CDL Drivers (ex: medical card).

DRIVER’S LICENSE
HERE PLEASE

4) Submit using one of the following methods:

- Scan and email to requiredtraining@slcc.edu.
- Mail via campus mail to “Required Training” at mailstop “EEO/RISK”.
- Deliver in person to AAB 211 P.

Check one: Administration Faculty Staff Student Volunteer

Name:		S Number:		Index Code:	
Position Title:		Department:			
SLCC Phone extension:		SLCC Email:			

The individual listed above is authorized to incur and charge appropriate mileage and/or motor pool expenses to my department while on official College assignment.

Supervisor: (Please Print)	Signature:	Date:
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Note to supervisors: Please do not allow your employees to drive on College business unless you have verification from the Office of EEO & Risk Administration that they are authorized to do so.

If you have any questions, please email requiredtraining@slcc.edu or call 801-957-4637.