

Pre-authorization for UCAR ISE Senior Design Course

Failure to fill out this form prior to the expense being incurred will result in no reimbursement. Approval must be granted by Kellus Stone or Deborah Fromm at least three days prior to travel date.

Today's date:

Team name:

Contact person for the team:

Contact's email address:

Purpose of UCAR rental:

Date and time of car pickup:

Date and time of car return:

Destination:

Driver of car: _____

Has the driver completed the online UCAR training? Yes or No
The training must be completed by the driver prior to the trip.

Plan to send this form electronically - cc Patty Buchanan for her approval.

Plan to submit this form in person- must get Patty Buchanan's signature on the form.

Signature: _____
Patty Buchanan

Signature: _____
Kellus Stone or Deborah Fromm

Budget number assigned: