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 Kelly Foong 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.

Number of people who will be in the car:

Please have the form signed by Professor Buchanan before submission.

Signature: _____
      Patty Buchanan

Signature: _____
      Kelly Foong