

STUDENT AFFAIRS UCAR REQUEST FORM

Instructions:

- Ensure UCAR is being used for an official UW business purpose.
- Complete/print this form. Provide a detailed description of the business purpose for your trip and ensure form is signed by driver and supervisor.
- Set up your UCAR Account on the following link: [UCAR Account Setup](#). Account setup may take up to 1 business day to be finalized.
- Reserve your UCAR by logging onto the Fleet Services Reservation site and selecting the UCAR option. (This option is available once your UCAR account has been setup.)
- You must **cancel your request prior to the scheduled pick up date** if you will not use the UCAR. Budgets will be charged unless the reservation is cancelled.
- UCAR billing system will automatically track your trip information and charge a budget via an ISD. A copy of the ISD billing detail will be sent via email to your department budget billing contact. Forward any billing information to your supervisor.

GENERAL INFORMATION

Driver Name: _____ Today's Date: _____

Email: _____ Phone Number: _____ Job Title: _____

Supervisor Name: _____ Department/Organization: _____

Budget Number: _____ Budget Request Number (BR# for SAF Budgets): _____

TRIP INFORMATION

Destination: _____ Date(s): _____

Business Purpose: _____

APPROVAL

By signing below, I am agreeing to abide by the UCAR policies and procedures set forth by UW Fleet Services and the Office of Student Affairs.

Driver Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____