



# Memo

To: University of Arizona Travel Office  
From:  
Date:  
Re: Proposed use of private vehicle for University travel

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This memo constitutes written authorization and evidence that I understand and agree to the following when using my personal vehicle for University business/travel:

The University's liability insurance is excess over my personal driver's insurance. I understand that there is no University insurance for property damage to my personal vehicle and that I am responsible for all deductibles that may apply to my personal insurance policy.

In addition, I certify that I own vehicle liability insurance and agree to provide my department evidence that I own liability insurance as required by Arizona state law.

Finally, I certify that I will complete or have completed online registration to become a certified University driver (per 9/08 regulations) at <http://risk.arizona.edu/fleetsafety/index.shtml>.

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Signed

Dated