

**UNIVERSITY OF ALASKA FAIRBANKS  
AUTHORIZATION TO USE NON-CONVENTIONAL MODES OF TRANSPORTATION**

**Board of Regent Policy R05.02.060**, Travel and Relocation, requires the planned use of a boat, snowmobile, all-terrain vehicle (ATV), private aircraft, or other non-conventional modes of transportation to conduct university business be approved by EHSRM. **Note:** Employees disregarding the regulation and not completing the form will be considered to be functioning outside the course and scope of their employment for any loss reimbursement or liability purposes.

Before departure, complete and submit this form to the designated Department/Institute Director for review/approval and to EHSRM for final approval.

Campus: \_\_\_\_\_ Department: \_\_\_\_\_  
 PI/Trip Leader: \_\_\_\_\_ PI/Trip Leader Phone: \_\_\_\_\_  
 Department or Institute Director: \_\_\_\_\_

**1. DETAILS OF TRIP**

Trip Purpose: \_\_\_\_\_  
 \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Destination: From: \_\_\_\_\_ To: \_\_\_\_\_

Comments: *If various destinations will be part of this trip, they can be listed here:*

\_\_\_\_\_  
 \_\_\_\_\_

Traveled to and from destination(s) in the past:  Yes  No Est. Timeframes: \_\_\_\_\_

**2. TRANSPORTATION TO AND FROM** – list or attach names, mode of transportation operating (*boat, plane, ATV, snowmobile, etc.*), training, and years’ experience.

Participant Name	Mode of Transportation	Training/Type	Years’ Experience

**3. SAFETY EQUIPMENT** – list or attach safety equipment you will be using for this mode of travel (*ATV helmets, first aid kits, sat phones, survival kit, etc.*) and quantity taken during travel.

Safety Equipment	Quantity

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**4. RISK ASSESSMENT** - List or attach potential risks, including the transportation of firearms, and methods to mitigate risks below.

Location of Risk	Risk Description	Risk Mitigation

**5. FINAL APPROVAL**

*Reviewed/Approved by Department/Institute Director*

Print name	Signature	Title	Date

*Reviewed/Approved by EHSRM*

Print name	Signature	Title	Date