# UCA | INFORMATION SYSTEMS & TECHNOLOGY

## Device Loan Request for International Travel

*This form must be returned to IST at least 30 days prior to the departure date.  All devices will be securely wiped of all data upon return.  UCA is not responsible for any personal data left on the device upon return to IST.*

For more information, refer to the *UCA Policy for Computer Use Outside the United States*.

**Employee Information**

Employee Name: _____

Division / College: _____

**Travel Information**

Departure Date: _____

Estimated Return Date: _____

Destination: _____

**Pre-Travel Signatures** *(must be completed at least 30 days before the departure date)*

Employee: _____      Date: _____

Vice President / Dean: _____      Date: _____

Upon signing, I agree that my division/college will reimburse Information Systems and Technology for the cost of any loaned device(s) lost or stolen while in the possession of the above signed "Employee."

Vice President, IST: _____      Date: _____

**Equipment Information** (for IST use only)

UCA Tag #: _____      Device Description: _____

UCA Tag #: _____      Device Description: _____

UCA Tag #: _____      Device Description: _____

**Post-Travel Signatures** *(to be completed after the trip to signify that the device has been safely returned to IST)*

Employee: _____      Date: _____

IST Representative: _____      Date: _____