Device Loan Request for International Travel

This form must be returned to IT 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 IT.

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 the Department of Information Technology for the cost of any loaned device(s) lost or stolen while in the possession of the above signed "Employee."

Vice President, IT: Date:

Equipment Information (for IT 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 IT)

Employee: Date:

IT Representative: Date: