

SITUATION	FORMS TO FILL OUT					
	Volunteer Form HR-V1 (1 every year unless it is the same supervisor)*	Request to Operate Vehicle on University (State) Business (every 4 years)**	Copy of Diver's License (Once)* **	Authorization to Use Privately Owned Vehicle on State Business - STD 261 (every 4 years)	Travel 1A (See Note) (every trip)	General Release Agreement (University Field Activity Notice) (every trip)
Field Trip: Student driving for field trip at own decision					Instructor does one	X
Field Trip: Student driving at request of instructor not getting reimbursed	X	X	X	X	Instructor does one	X
IRA Club Trip: Student Driving and getting Reimbursed	X	X	X	X	X	X
IRA Club Trip: Student not driving but getting reimbursed for other expenses					X	X
IRA Club Trip: Student not driving and not getting reimbursed					X	X
Student driving state vehicle for any reason	X	X	X		X	
Student technicians employed on state funds and driving state vehicle		X	X		X	
Student technicians employed on university programs funds and driving state vehicles	X	X	X		X	
Student technicians employed on state funds and driving personal vehicle on state business		X	X	X	X	
Student technicians employed on university programs funds and driving personal vehicle on state business	X	X	X	X	X	
Student working in a lab as a volunteer and not getting academic credit	X					
Student working unsupervised in a lab (other than computer lab) and getting credit (e.g., Independent study, Senior Project)						X
Note: Travel 1A must be filled out for each trip specifically date/time of travel if the traveler will be reimbursed for state business travel related expenses. The travel 1A is generally not used for on-campus or other local (SLO County) trips unless a mileage reimbursement is requested.						
*V1 should be filled out once every fiscal year (July 1st-June 30th) for each activity the student does. If travel is for the same class then only 1 is needed per quarter.						
**The Request to Operate Vehicles on University Business should be filled out every 4 years unless a supervisor changes.						
***If Driver's License expires in the course of the 4 years it must be turned in again.						