



## 2020–2021 Official Business Parking Supplement Application

UC San Diego Transportation Services offers employees Official Business access to facilitate use of personal vehicles to move about the campus on official university business. It may not be used for parking at the primary work location.

Official Business supplements expire on June 30 each year. A new application is required annually.

**New for FY 2020/2021:** Transportation Services is offering a 2-hour and 4-hour official business options and each has different approval guidelines. Please see details below. Virtual permitting requires official business access approval prior to permit purchase.

**I am applying for:**

**I am requesting this access for:**

### Requester Information

Provide information for the person who will be using the Official Business Supplement.

**Requester Name \***

First

Last

**Requester Payroll Title \***

**Requester Department \***

**Requester Mail Code \***

**Requester @ucsd.edu email address \***

**Requester Employee ID Number \***

Must be between **6** and **9** digits.

**If you are requesting supplements for several individuals in your department, provide each employee's full name and ID number separated by commas, e.g., John Smith 000101, Mary Jones 001001, etc.**

Please provide a justification for this request. Requesting an Official Business supplement to obtain parking while traveling around campus daily is not considered valid justification for approval. \*

Maximum of 2000 characters allowed.

**Approval Requirements:**

2-hour Official Business access requires Department Head approval.

4-hour Official Business access requires both Department Head Approval and Vice Chancellor Approval. (Only A permit holders may be considered for 4 hour access.)

\*Applicant is responsible for routing application to approvers and submitting a completed application to [parking@ucsd.edu](mailto:parking@ucsd.edu) for review.

**Sponsor Guidance:**

Approval for Official Business access should be determined on predictable and consistent parking access needs using the following criteria to determine if official business access is required to complete university business.

- Does the applicant have meetings or university-specific commitments several times a week that require them to drive their personal vehicle to locations away from their primary worksite?
- Could other transportation modes reasonably support this movement? Examples: Walking, shuttles, use of university vehicles, bikeshare, etc.
- Are the meetings scheduled so tightly that walking to/from the nearest available parking for the employee permit type is unfeasible?
- If requesting the 4-hour option, are these meetings routinely longer than 2 hours?

**As the sponsor(s) for this request, I (we) confirm that the applicant(s) must routinely use a personal vehicle to conduct university business, that parking away from the primary worksite and outside of a regular parking permit for the applicant's permit type is unfeasible, and that such routine parking is for a duration consistent with the supplement requested (2 hour or 4 hour).**

**Sponsoring Department Head\***

First Last

Department Head Title \*

Department Head Email\*

**Sponsoring Vice Chancellor\*** (Only required for 4 hour Official Business Supplement)

First Last

Vice Chancellor Title\*

Vice Chancellor Email\*

A valid UC San Diego A, B or R parking permit with OB access allows parking in these areas for the approved duration: Service Yard spaces, A faculty timed zones, UC vehicle spaces, parking meters, V visitor spaces, Where posted: "A" parking permit required 24 hours a day, 7 days a week.

This supplement is NEVER valid in disabled or reserved parking spaces.

Any misuse of this supplement is prohibited and may result in loss of access/or a citation carrying a substantial fine.

**Applicant Digital Signature \***