

Request for Temporary Authorization to Use State Vehicle

Instructions: The facility/unit head may request authorization from the agency director or designee for an employee to temporarily use a state vehicle to commute from the employee's residence to a temporary work location. Such state vehicle use must result in a savings to the agency and any resulting authorization cannot exceed 60 days.

Name of Employee: _____ Title: _____
Facility/Unit: _____

Temporary Work Location: _____
Date Assignment Begins: _____

Description of Assignment:

Describe how commuting will result in a cost savings to the agency:

_____/_____
Signature of Facility/Unit Head / Date

_____/_____
Signature of Chief of Operations/Executive/Senior Staff / Date

Approved Approval Expires: _____
 Disapproved

_____/_____
Signature of Agency Director/Designee / Date

Distribution: Chief Financial Officer
 Administrator of Fleet Management