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

(R 06/21)