

Request for Temporary Authorization to Use State Vehicle

Instructions: The facility/district/unit head may request authorization from the director 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/District/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/District/Unit Head Date

_____/_____
Signature of Associate Director/Executive Staff Date

Approved Approval Expires: _____
 Disapproved

_____/_____
Signature of Director/Designee Date