

## 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:

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

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\_\_\_\_\_/\_\_\_\_\_  
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