



Authorization To Commute In Non-Commute Vehicle

According to 4.103.03 in the Rules and Regulations of the Fleet Manual, the use of a non-commute vehicle may be used in a “travel status” in which a person may take a non-commute vehicle to their home for the purpose of more efficiently and effectively conducting MFC business.

This form is for the authorization of such “travel Status” and must be prior approved and signed by the employee’s supervisor. Note that this is a temporary authorization and is not a permanent status. Any false statements will result in a violation of the rules of the Bureau of Fleet Management and subject to the penalties stated in 4.102.1 of the manual.

This form must be signed and attached to the MFC’s Daily Trip Log for the vehicle, a copy should be kept by the employee for their file and a copy should be sent to Bob Ponder for his records.

Purpose of requesting “travel status”:

Date(s) of travel : _____

Requesting employee signature: _____ Date: _____

Approving Supervisor: _____ Date: _____