Authorization Form
Vehicle Usage Benefit

Subsection 15.20.40 of the Mississippi Agency Accounting Policies and Procedures (MAAPP) manual states the value of employer-provided vehicles used by state employees for commuting must be included in wages for social security, income tax (federal and state) and retirement purposes. The MAAPP manual also lists certain types of vehicles which are not subject to commuting requirements, such as clearly marked law enforcement and fire vehicles.

The value to be included in wages will be a flat rate of $3.00 per day.

Name _____ Location _____

Social Security Number _____

I request authorization to use the vehicle usage benefit

_____ _____
Employee Signature Date

I approve this employee for vehicle usage benefit

_____ _____
Supervisor Signature Date