



STATE OF MONTANA

STATE MOTORPOOL

Authorization Number
Date Issued

PERSONAL VEHICLE USE AUTHORIZATION FORM

EMPLOYEES NAME:

The employee identified herein is granted authority to use a non-State Vehicle in the conduct of State business within the basic confines of the itinerary and approximate total mileage noted below. Reimbursement for applicable payment shall be as per ARM 2.4.112

NAME AND ADDRESS OF EMPLOYING AGENCY:

STANDARD RATE HIGH RATE

TRIP ITINERARY (INCLUDE DATES)

EST. MILES

EXPLANATION:

AGENCY APPROVAL AS PER ARM 2.4.113

MOTOR POOL APPROVAL AS PER ARM 2.4.114

PERSONAL VEHICLE AUTHORIZATION

Authorizing Agency Official

Title of Official

Date

INSTRUCTIONS:

AGENCY: Prepare in triplicate. Retain original. Send duplicate and triplicate to the employee.

EMPLOYEE: Retain for your files. Attach duplicate to applicable travel expense voucher