

	STATE OF MONTANA		STATE MOTORPOOL		Authorization Number	
	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:			
<input type="checkbox"/> STANDARD RATE <input type="checkbox"/> HIGH RATE			TRIP ITINERARY (INCLUDE DATES)		EST. MILES	
EXPLANATION: <div> <input type="checkbox"/> AGENCY APPROVAL AS PER ARM 2.4.113 <input type="checkbox"/> MOTOR POOL APPROVAL AS PER ARM 2.4.114 </div>						
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						