

**Provo City School District**  
**Policy Series 6000 Finances and Operations**

**6410 F3**

**Authorization for Commute/Personal Use of District Vehicle**

All commute and personal use of a district vehicle must have prior approval from the Superintendent or Business Administrator

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Director / Principle

\_\_\_\_\_  
Program

\_\_\_\_\_  
Vehicle Make

\_\_\_\_\_  
Model

\_\_\_\_\_  
Year

\_\_\_\_\_  
Plate #

Reason for use of District Vehicle: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of use: \_\_\_\_\_

Authorization:

\_\_\_\_\_  
Superintendent / Business Administrator

\_\_\_\_\_  
Date

Please see Employee Travel Policy and Procedures 6410 and 6410 P1 for detailed information regarding travel authorization, allowed expenses, and proper reimbursement procedures.