

# REQUEST FOR COMMUTING

North Dakota Department of Transportation, State Fleet Services  
SFN 19525 (11-2017)

Commuting to and from work with a state vehicle is not allowed. A request to commute can be made by the agency. If approved by State Fleet Services, for Official State business, agencies must comply with IRS publication 15-B as there may be fringe benefits that will apply. Agencies should also be aware of the Garage policy and the Garage Assessment Form (SFN 58652).

State Agency	
State Vehicle Unit Number(s)	
Duties and Responsibilities of Agency Requiring Vehicles to be used for Commuting	
Define Justification for Commuting by Vehicle(s)	
Signature	Date
Supervisor Signature	Date

## STATE FLEET SERVICES ONLY

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Reason	
Signature	Date