

ARIZONA

DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING

Personal Use of State Vehicle

For Commuting Between Duty Post and Domicile

Instructions

Use this form to report personal use of a state vehicle for commuting to and/or from work pursuant to GAO SAAM 5015, GAO SAAM 5061, and applicable agency policy.

Once completed, submit this form to the Agency Payroll Office for processing. If there are questions, please contact the Agency Payroll Office.

General Information

Agency

Reporting

EIN	Employee Full Name	Pay Code	Rate*	Period Start	Period End	# of Days	Period Total
		500					
		500					
		500					
		500					
		500					
		500					
		500					
		500					
		500					

Rate: 1 Way = \$1.50 Round Trip = \$3.00

Total

**Published IRS rates as of form publication date.*

Comments:

Preparation and Approval Certification

Prepared by

Approved by

Name

Name

EIN

EIN

Phone

Phone

Signature

Signature

Date

Date