

### Authorization for Use of Personally-Owned Motor Vehicle

I am requesting authorization to use my personal vehicle on [DATES] \_\_\_\_\_

to travel on official state business from \_\_\_\_\_  
to \_\_\_\_\_ for [BRIEF STATEMENT OF PURPOSE]:  
\_\_\_\_\_

I understand that to be authorized to use my own motor vehicle on official state business, **my drivers license must be current and valid for the period indicated above** and I must carry and provide documentation to verify that I carry **at least** the minimum insurance coverage **for the period indicated above**.

**MINIMUM INSURANCE COVERAGE:**

I am subject to the State's established minimum standards\* of:

- Third Party Liability of \$50,000/\$100,000
- Property Damage Liability of \$5,000

\*NOTE: If the applicable collective bargaining agreement provides for different levels of minimum insurance coverage, the collective bargaining agreement controls.

I understand that to be authorized to use my personal vehicle on official state business a copy of my current and valid driver's license and my current and valid personal motor vehicle insurance policy must be provided to and kept on-file in my unit/division/office in advance of the dates of travel.

**DRIVER'S LICENSE and PROOF OF INSURANCE (Check One):**

- A copy of my CURRENT and valid drivers license AND my CURRENT personal auto insurance declarations page is on file or
- I have provided a copy of my CURRENT and valid driver's license AND my CURRENT personal auto insurance declarations page with this authorization request.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

#### AUTHORIZATION

- I have reviewed the copy of the Employee's driver's license and personal auto insurance declarations page on file and it is current; or
- I have received a copy of the Employee's driver's license and personal auto insurance declarations page and it is current.

I authorize the named Employee to use his or her personally-owned motor vehicle to travel on the official state business described above.

\_\_\_\_\_  
Printed Name of Manager/Director/RA

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Mileage Reimbursement Requests: Attach this form (W-111) to form CO-17XP-PR "Employee Payroll Reimbursements - for Expenses Incurred in the Service of the State of Connecticut." Send a copy to the attention of DSS Travel Coordinator: Purchasing Department, 9<sup>th</sup> Floor, Central Office.

## REIMBURSEMENT RULES FOR USE OF PERSONALLY OWNED VEHICLES

If the use of a personally-owned vehicle by an employee is authorized for official state business, the employee shall be reimbursed at an established mileage rate for travel on official state business less their normal round trip commute from home to their official duty station, unless another method of calculating mileage has been provided under the applicable collective bargaining agreement.

Example: I live in Colchester and work in Hartford. I have to attend a meeting in New Haven. If I use my personally-owned vehicle to go from home to the meeting, how do I calculate eligible mileage?

Mileage from home (Colchester) to meeting (New Haven) – 43 miles

Mileage from home (Colchester) to work (Hartford) – 24 miles

For mileage reimbursement purposes, the employee would be entitled to the excess in miles over the normal daily commute to work  $(43 - 24) = 19$  Miles

Reimbursement for the use of personally-owned vehicles is NOT permitted when:

- a. The travel is from home to official duty station or field assignment, unless provided under the applicable collective bargaining agreement;
- b. The activity is something other than official and approved state business;
- c. Participation in the activity includes an honorarium, stipend, monetary fee or gift of any value given to the employee involved; or
- d. The Form W-111 has not been completed **in advance** of the travel.