



NEW MEXICO  
GENERAL SERVICES DEPARTMENT

General Services Department  
Transportation Division

**ANNUAL AUTHORIZATION TO USE STATE VEHICLES TO COMMUTE**

Pursuant to 1.5.3.20 NMAC Administration and Use of State Vehicles, this form will serve as authorization to use a state vehicle to commute between work and residence for security purposes or if doing so is in the best interest of the state.

This form must be completed at the beginning of each fiscal year and must be sent to the Transportation Services Division once it has been properly signed by all of the appropriate parties including the agency head and the Governor's Office.

In addition, at the completion of the fiscal year, each employee allowed to commute will provide a report to its agency identifying commuting days, total number of miles, and reasons for call backs after work hours.

**TIME PERIOD**

**From (enter start date):**

**To (enter end date):**

**EMPLOYEE INFORMATION**

**Employee Name:** \_\_\_\_\_

**Employee #:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Employee Email:** \_\_\_\_\_

**Bureau/Division:** \_\_\_\_\_

**Employee Telephone:** \_\_\_\_\_

**Work Location (City):** \_\_\_\_\_

**Home of Record:** \_\_\_\_\_

**Number of Miles between work and home:** \_\_\_\_\_

**Justification:**

The individual applying for this authorization to commute understands that the vehicle is to be used for official use only.  
They also agree to adhere to the provisions explained in 1.5.3 of the NMAC-Administrative Use of State Vehicles.

I certify that all information contained on this form is true and accurate:

**Signature:**

**Date:**

**APPROVALS-PLEASE PRINT AND SIGN**

**Immediate Supervisor:**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Division Director Signature:**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Cabinet Secretary Signature:**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Office of the Governor:**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE