



## Commute Application

(This application must be submitted ANNUALLY to the Office of the Vice President for Business and Finance, UMC 1445—due each January.)

**Operator Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Work Phone Number:** \_\_\_\_\_

**Work Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Estimated Commute Days Per Month:** \_\_\_\_\_ **Estimated Monthly Commute Mileage:** \_\_\_\_\_

*(Documentation of actuals will be required annually from the Payroll Office. Keep detailed records.)*

**Do you leave home and go to a specific work location?** Yes  or No

### Reason for Take Home:

*(In conjunction with Utah Administrative Code R27-3-7: Criteria for Commute Privilege Approval, and USU Policy 514.8: Commute Privilege use may be approved when one or more of the following criteria are met:*

*(Choose one)*

- A. 24-Hour "On-Call":** Where an agency clearly demonstrates that the nature of a potential emergency is such that an increase in response time could endanger a human life or cause significant property damage.
- B. Virtual Office:** The employee is required to work at home or out of a vehicle, a minimum of 80% of the time and the assigned vehicle is required to perform critical duties in a manner that is clearly in the best interest of the state.
- C. Practical Use:** Agency demonstrates that it is more practical for the employee to go directly to an alternate work-site rather than report to a specific office to pick-up a state vehicle.

*The commute use is considered a taxable fringe benefit as outlined in IRS publication 15-B. All approved commute use drivers will be assessed the IRS imputed daily fringe benefit rate while using a University vehicle for commute use. The employee is not to use the vehicle for personal purposes other than commuting.)*

*(Choose one)*

**Typical Vehicle Type:** Truck,  Sedan,  Utility,  or Van

**Application Year:** \_\_\_\_\_ **License Plate Number:** \_\_\_\_\_

*(Year applying, i.e.: 2012)*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean/Vice President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VP of Business and Finance:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Please return to VP of Business and Finance no later than January 31<sup>st</sup> of each year.)*