



Employee Use of University Vehicle - Commuting

ROUTING	Treasury Services MSC CAR treassvcs@nmsu.edu Phone 646-8122
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If more than one vehicle was used during the quarter, complete a form for each vehicle. For questions call Treasury Services at (575) 646-8122.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____ Employee Name: _____ Aggie ID: _____

Department: _____ E-mail Address: _____ Phone: _____

SECTION 2: REQUEST DETAILS

Description of Vehicle

Vehicle Make: _____ Vehicle Model: _____ Vehicle Year: _____

Number of Days Used for Commuting:

The University provided vehicle is not used for personal purposes other than commuting between your residence and your regular business location(s).

- | Quarter Ending: | Period Covered by Report: | Report Due Date: |
|----------------------------------|---|------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> Nov 1 - Jan 31 | February 10th |
| <input type="checkbox"/> April | <input type="checkbox"/> Feb 1 - April 30 | May 10th |
| <input type="checkbox"/> July | <input type="checkbox"/> May 1 - July 31 | August 10th |
| <input type="checkbox"/> October | <input type="checkbox"/> Aug 1 - October 31 | November 10th |

Month: _____ Days: _____

Month: _____ Days: _____

Month: _____ Days: _____

Comments:

SECTION 3: REQUESTOR APPROVAL

Print Name: _____ Signature: _____ Date: _____

Reset