

# Government Vehicle Use Authorization Form

## Driver Information

**Employee Name:**

**Employee ID / Badge Number:**

**Department / Division:**

**Contact Number:**

## Vehicle Information

**Make / Model:**

**Vehicle ID / License Plate:**

**Odometer Reading (Start):**

## Trip Details

**Purpose of Use:**

**Date(s) of Use:**

MM/DD/YYYY to MM/DD/YYYY

**Destination / Route:**

## Authorization

**Requestor Signature:**

**Date:**

**Supervisor Name:**

**Supervisor Signature:**

**Date Approved:**

**Note:** Submission and approval of this form are required prior to government vehicle operation.  
Ensure all fields are completed and authorization is granted.