Change in Commuting Schedule Form

Instructions: This form will be used to report any commuting use of a state vehicle that is either less than or more than one roundtrip per workday. **You do not have to file this form if you made one roundtrip commute on every workday of the month or if all commuting occurs between work and a residence that is located on the grounds of your duty station.**

You must file this form if, on any workday, you commuted less or more than one roundtrip commute and report the actual number of one way trips that were made between work and residence. Use "0" to indicate that the state vehicle was not used for commuting purposes on a specified workday, use "1" if the commute was one way only and not roundtrip, use "3" or higher to describe commutes in excess of the normal roundtrip commute.

The completed form must be filed with the Central Human Resources unit by the fifth working day of the month.

Month Just Ended: _____ Year: _____

Name of Authorized Employee Driver: _____
Printed Name

Employee ID #: _____ Title: _____

Facility/Unit: _____ Make/Model/Tag # of Vehicle: _____

Date (i.e. 1-1-10)	**Actual # of One-Way Trips Per Date** (pick one: 0, 1, 3 or higher)

Distribution: Central Human Resources unit no later than the fifth working day of the month