

**Commute Application**

(This application must be submitted ANNUALLY to the Office of the Vice President for Business and Finance, UMC 1445—due October 31.)

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

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

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

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

**Distance in Miles from Home to Primary Work Location?** \_\_\_\_\_

**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 the department clearly demonstrates that the nature of a potential emergency is such that an increase in response time, if a commute or take home privilege is not authorized, could endanger human life or cause significant property damage.*
  
- B.** *Virtual Office: Where a department clearly demonstrates that an employee is required to work at home or out of a vehicle a minimum of 80 percent of the time and that the assigned vehicle is required to perform critical duties in a manner that is clearly in the best interest of the University.*
  
- C.** *Practical Use: When the department clearly 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 University 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.)*

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

*(Year applying, i.e.: 2017)*

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

**Financial Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

*(Please return to VP of Business and Finance no later than October 31 of each year.)*