

FI 29

Commute use authorization & payroll notification

Clear form

Instructions

This form must be submitted to the Division of Finance's payroll team at financesupport@utah.gov once an employee is approved for the commute use of a state vehicle.

Employee information

Name:

EIN:

Agency:

Division:

Fleet coordinator:

Supervisor:

Executive director:

Qualifying reason

Select the reason you qualify for commuting privileges:

On call: Potential emergencies could endanger human life or cause significant property damage if there's a delay in my response time.

Virtual office: I'm required to work out of a vehicle a minimum of 80% of the time, and the vehicle's required to perform critical duties assigned to me.

Practicality: It's more practical for me to go directly to an alternate work site, rather than report to the office to pick up the vehicle.

IRS Commute Value Rule criteria

Select the following statements that apply to you:

I'm not an elected official.

I won't use the vehicle for personal use other than commuting.

To get help, contact us:

Submit a ticket to our [help desk](#)

Effective: April 2026

My commute use of the vehicle is required by my employer for legitimate business reasons and isn't a form of compensation.

I don't make over \$160,000 at my state job.

If **any** of the statements above don't apply to you, you can't use this form. You must contact Finance at financesupport@utah.gov for help reporting your taxable commute use.

Commute use status

Select your commuting status from the options below.

Long-term: I will be using the vehicle for more than one month.

Continue to the next section.

Short-term: I will be using the vehicle for less than 1 month.

Continue to **Short-term commute use**.

Long-term commute use

I will be using a fleet vehicle from _____ until _____.

I work _____ days per pay period.

I commute _____ days per pay period.

If your commute days differ from your workdays, explain the reason below.

I acknowledge that the GovOps Division of Finance payroll team will add a recurring non-cash taxable amount of _____ (\$3 per day) per pay period to my gross taxable income. The amount will continue until my supervisor requests that payroll stop it.

Short-term commute use

I will be commuting _____ round trips in a fleet vehicle.

Dates (list the dates you will commute in the month):

I acknowledge that the GovOps Division of Finance payroll team will add a non-cash taxable amount of _____ (\$3 per day) to my gross taxable income.

Employee signature

I have read and understand Finance policy 23-1: Personal use of employer-provided vehicles and agree to follow the policies and procedures within it.

I certify that the dates and days provided are accurate and acknowledge that payroll will add the taxable amount of my commute use to my wages.

I agree to not use the fleet vehicle for any other personal purpose than commuting.

Signature

Date

Approval

I have read and understand Finance policy 23-1: Personal use of employer-provided vehicles and approve this employee's commute use of a fleet vehicle for period and reason(s) documented above.

Supervisor

I will submit this form to payroll at financesupport@utah.gov after all approvers have signed.

Name

Signature

Date

Fleet coordinator

Name

Signature

Date

Executive director or designee

Name

Signature

Date