

Appendix E: Use of Government Official Vehicle, Official Travel and non-work status to Residence

INSERT OFFICE

DATE

TO: NASA Headquarters, Transportation Officer

FROM:

SUBJECT: Use of Government Official Vehicle, Official Travel and non-work status to Residence

I am requesting approval for use of a government vehicle for home-to-work travel. I will return the vehicle on last day of my travel orders in accordance with the Agency Fleet Management Manual, 41 CFR Part 102-5 Home-to-Work Transportation.

REQUIRED DATES:

TRAVELER NAME:

HOME ADDRESS:

ADDRESS OF TRAVEL LOCATION:

EMPLOYEE ACKNOWLEDGMENT

I understand that the use of the Government Vehicle is for Official Government business only. The Government Vehicle will not be used for private business, personal errands, or recreation. I understand that misuse of a government vehicle in my possession may warrant suspension for at least one month or removal from office, pursuant to 31 USC 1349(b).

Employee Signature and Date

SUPERVISOR'S ACKNOWLEDGMENT

I certify that this employee who is approved for official use of the Government Vehicle will be on official government travel on the above dates in accordance with 31 USC 1344 and FMR 101-6.4. I certify that home-to-work travel for this employee presents a significant cost savings to the government.

Supervisor's Signature and Date

Name, Title, Organization (Type or Print Neatly)

Please return this acknowledgment to Headquarters Facilities and Administration Service Division, with your Approved Travel Orders.

Rose T. Butler, LMO32, 1B42, Phone 358-0184, Fax 358-3258