

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
REQUEST FOR PERSONAL VEHICLE USE

REQUEST

Permission is requested for \_\_\_\_\_  
(NAME OF EMPLOYEE)

of \_\_\_\_\_ to use the following privately  
(NAME OF ORGANIZATION)

owned vehicle: Model Year \_\_\_\_\_ Make \_\_\_\_\_ Lic. No. \_\_\_\_\_ St. \_\_\_\_\_

on a mileage basis, in the performance of assigned duties traveling

from: \_\_\_\_\_  
(DESTINATION)

to: \_\_\_\_\_  
(DESTINATION)

for the following dates (not to exceed one Fiscal Year)

from: \_\_\_\_\_ to: \_\_\_\_\_

JUSTIFICATION:

Estimated reimbursement cost: \_\_\_\_\_ times  $\frac{0.655}{\text{PER MILE RATE}}$  = \_\_\_\_\_  
(TOTAL MILEAGE)

REQUESTED/RECOMMENDED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVAL

\_\_\_\_\_  
ORGANIZATION MANAGER DATE: \_\_\_\_\_

FINAL APPROVAL

(ONLY WHEN REQUIRED BY THE EXECUTIVE OFFICE OF THE AGENCY)

\_\_\_\_\_  
EXECUTIVE OFFICER DATE: \_\_\_\_\_

**NOTE: Any reassignment or change in the above information requires the completing of another DOT-55P and resubmission for approval.**