



# City of Phoenix

## CITY OF PHOENIX AUTHORIZATION TO USE PRIVATELY-OWNED MOTOR VEHICLE ON CITY BUSINESS

Please refer to AR 2.94, Privately-Owned Motor Vehicle Authorization and Mileage Reimbursement Policy, for information about use of privately-owned motor vehicles on City business and for information regarding mileage reimbursement. Please contact the Human Resources Department at 602-262-6608, or your department's HR liaison, if you have questions regarding this form.

### EMPLOYEE INFORMATION

Employee Name:  Empl ID:

Job Title:

Department:

Driver's License #:  DL Exp Date:

### VEHICLE AND INSURANCE INFORMATION

Vehicle Type:  Vehicle Make:

Vehicle Model:  Vehicle Year:

Vehicle License #:

Name of Vehicle Insurance Company:

Insurance Policy Number

I certify the information given above is true and agree the City, through its designated representatives, has the right to check the odometer reading of my privately-owned motor vehicle at any time. I understand that if my Arizona License is suspended or revoked, or my privately-owned motor vehicle insurance coverage should lapse, I am no longer authorized to use this privately-owned motor vehicle on City business.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Section/Division Head Signature Date

\_\_\_\_\_  
Department/Function Head Signature Date

Signed forms should be maintained in the employee's department personnel file.