



City of Cheyenne
2101 O'Neil Avenue
Cheyenne, WY 82001

Personal Vehicle Use Request

This form must be completed when requesting authorization to use your *personal vehicle* to attend City business being held outside of Cheyenne, Wyoming.

Date of Request:

Traveler Name:

Department:

Division:

Purpose for requesting use of a personal vehicle:

☐ It is my choice to request to use my personal vehicle out of convenience to attend a City sanctioned event. I also acknowledge that carpooling is not an option for this event. I understand that if approved, reimbursement will only be for mileage expenses based on the Wyoming Governor's currently approved rates, and that I will be required to submit documentation of mileage traveled with my reimbursement request form.

I am requesting to use my personal vehicle because there are no City vehicles available for my use to attend a City sanctioned event. I also acknowledge that carpooling is not an option for this event. I understand that if approved, reimbursement will only be for mileage expenses based on the Wyoming Governor's currently approved rates, and that I will be required to submit documentation of mileage traveled with my reimbursement request form.

Please attach a copy of proof of insurance.

Signature: _____
(Traveler)

Date: _____

Official Use Only

☐ Approved ☐ Denied

Reason for Denial

Signature: _____
(Department Director/Designee)

Date: _____