

# ALTERNATE OVERNIGHT PARKING REQUEST

**APPROVAL REQUIRED BY THE VEHICLE ASSIGNMENT USAGE TEAM (VAUT)**

Send form to Financial Operations Division via e-mail to  
[MDOT-TravelLog@michigan.gov](mailto:MDOT-TravelLog@michigan.gov)

Alternate Overnight Parking (AOP) is a secure parking location other than employee's Official Work Station (OWS) or Temporary Work Station (TWS) and is in the best interest of MDOT. AOP may not be at the employee's home. Commute miles are recorded for all personal use of a State Vehicle anytime the employee goes from AOP to OWS (and reverse). Commute miles must be entered bi-weekly into TELL under the Personal Mileage tab for the amount of miles the State Vehicle is used.

EMPLOYEE NAME	EMPLOYEE ID NO.
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BUREAU AND DIVISION/REGION/TSC
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EMPLOYEE TRAVEL CLASSIFICATION (Check one): Standardized Travel Regs      Schedule II	VEHICLE NUMBER
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CIVIL SERVICE CLASSIFICATION (Ex: Construction Tech)
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HOME ADDRESS	CITY	STATE	ZIP CODE
OWS ADDRESS	CITY	STATE	ZIP CODE

ASSIGNMENT LOCATION AND PROJECT NUMBER
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**ALTERNATE OVERNIGHT PARKING (AOP) LOCATION ADDRESS AND BRIEF DESCRIPTION OF LOCATION** (Ex: County Road Commission Office with fenced in parking)


Is this an adequate and safe parking environment? (Check one)	Yes	No
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**ALTERNATIVE OVERNIGHT PARKING TIMEFRAME** (not to exceed the end of current Calendar Year):

BEGINNING DATE	ENDING DATE
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REASON FOR REQUEST
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DISTANCE IN MILES TO ASSIGNMENT LOCATION	FROM OWS	FROM AOP
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EMPLOYEE SIGNATURE	DATE
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**STATE VEHICLES CANNOT BE PARKED AT ALTERNATE LOCATIONS UNTIL APPROVED BY VAUT**

SUPERVISOR APPROVAL	DATE
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BUREAU / REGION ENGINEER APPROVAL	DATE
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COMMENTS
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VAUT APPROVAL	DATE
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