

**DEPARTMENT OF ADMINISTRATION
USE OF PERSONAL VEHICLE FORM**

Employee: _____

Division: _____

_____ I acknowledge the Department of Administration has offered to provide me a state car to conduct official state business either through the State Motor Pool permanent assignment, temporary assignment or access to a permanently assigned departmental car. I personally elect not to drive the state car and in turn accept the motor pool reimbursement rate for use of my personal vehicle. (Does not require Secretary's Office Approval)

_____ Blanket Election _____ Per Trip Election

Employee Signature _____ **Date** _____

_____ I acknowledge that the State Motor Pool does not have a motor pool car available for my use in conducting official state business for specified trip. (Motor Pool documentation attached) I therefore request reimbursement at the IRS standard mileage rate for use of my personal vehicle in conducting state business. (Does not require Secretary's Office Approval)

Employee Signature _____ **Date** _____

_____ I acknowledge the round trip mileage for this trip does not exceed 100 miles. I therefore request reimbursement at the IRS standard mileage rate for use of my personal vehicle in conducting state business. (Does not require Secretary's Office Approval)

Employee Signature _____ **Date** _____

_____ I request Department Head Approval for reimbursement at the IRS standard mileage rate for use of my personal vehicle even though a motor pool car is available based on the following justification.

Justification: _____

Period of Travel _____

Employee Signature _____ **Date** _____

Division Director's Signature _____ **Date** _____

Secretary/Deputy or Assistant Secretary Approval: _____

Date _____