

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

VEHICLE COMMITMENT AND AUTHORIZATION FORM

(Due to Approving Official by July 15 Each Year)

(To be completed by all drivers using a Government-furnished vehicle or privately owned vehicle for official business)

PART I. DRIVER INFORMATION

1. Name _____ Title _____ Office Phone _____

2. Duty Station _____ Residence _____
City State City State

3. Fiscal Year Covered by this Form-October 1, 2008 to September 30, 2009

4. If other period please explain _____

PART II. VEHICLE COMMITMENT October 1, 2008 through September 30, 2009

1. _____ I expect to drive 12,000 miles or more per year on official business during the above period and make the following commitment:

a. _____ I will use a Government-furnished vehicle. My projected mileage is estimated to be _____ miles.

b. _____ I elect not to use a Government-furnished vehicle and I understand that reimbursement for using my personally-owned vehicle will be at the rate of \$.285 cents per mile.*

2. _____ I expect to drive less than 12,000 miles per year on official business during the above period and will use my personally-owned vehicle, and will be reimbursed at the rate of \$.505 cents per mile.*

NOTE: Any employee, both high mileage and low mileage, who is directed to drive or travel in an available Government-furnished vehicle, but who elects to drive a personally-owned vehicle, will be reimbursed at the rate of \$.125 cents per mile.*

*Or current rate in accordance with the Federal Travel Regulation.

PART III. VEHICLE AUTHORIZATION (To be completed by Employees who use a Government-furnished vehicle on official business)

1. Indicate the State issuing your License _____

2. Expiration Date _____ License Number _____

3. You are responsible for notifying the Approving Official if your license is revoked or not renewed.

PART IV. CERTIFICATION AND APPROVAL

Employee Signature

Date

Approving Official Signature
Raymond C. Homer, Jr.
Assistant to the State Director

Date