



United States Department of Agriculture
Rural Development
Oregon State Office

OR AN No. 1308 (2036-A)

May 14, 2008

SUBJECT: Privately Owned Vehicle Mileage Reimbursement and
Vehicle Commitment and Authorization Form

TO: All Rural Development Employees
Oregon

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is issued to notify Rural Development (RD) employees of the following:

1. The Vehicle Commitment and Authorization Form must be completed and forwarded to the Administrative Officer by July 15th of each fiscal year (instructions and forms are attached).
2. The reimbursement rate for the use of Privately Owned Vehicles (POV) remains unchanged, with one exception: The rate of reimbursement for the use of a POV, when an employee “committed” to drive less than 12,000 miles per year and a Government Owned Vehicle (GOV) is unavailable, increased from 48.5 to 50.5 cents per mile, effective March 19, 2008.

When a Government owned vehicle (GOV) is neither assigned nor available for employees “committed” to drive more than 12,000 miles per year, the reimbursement rate remains 28.5 cents per mile; and the reimbursement rate for employees “committed” to drive less than 12,000 and chose to use a POV when a GOV is available remains at 12.5 cents per mile.

COMPARISON WITH PREVIOUS AN:

No previous AN issued on this subject.

EXPIRATION DATE:
May 31, 2009

FILING INSTRUCTIONS:
Preceding RD Instruction 2036-A

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S.W., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

IMPLEMENTATION RESPONSIBILITIES:

This change in reimbursement rate is effective for all travel performed on or after March 19, 2008. The new rates are posted on the GSA Travel Management Division's homepage at <http://www.gsa.gov/travelpolicy>.

The attached Form RD 2018-1, "Vehicle Commitment and Authorization," must be completed by July 15th of each fiscal year by all Rural Development employees who use a vehicle (Government or Privately Owned) to conduct official business. A fillable Form 2018-1 is also available on the shared drive (S:\Service_Center\RD\FORMS). Employee's yearly mileage commitments are used by management to assign Government owned vehicles (GOV) to an office or individual. Currently there is, at a minimum, one GOV assigned to each Rural Development Office in Oregon.

The following outline provides guidance on how to complete each section of the form:

Part I: Driver Information: complete items 1 and 2 in this section.

Part II: Vehicle Commitment: check **either** item #1 or item #2.

Item #1- only check this block if you expect to drive 12,000 miles **or more** per year.

Item #1(a) - only check this block if you expect to drive 12,000 miles or more per year **and** are committed to use a GOV.

Item #1(b) - only check this block if you expect to drive 12,000 miles or more per year on official business and elect to drive a personally owned vehicle (POV), when a Government vehicle is provided. Reimbursement for the employee will be at the rate of 12.5 cents per mile.

Item #2 - check this block if you expect to drive **less than** 12,000 miles per year on official business. **Reimbursement will be at the rate of 50.5 cents per mile; however, if a Government owned vehicle is available and the employee elects to drive a personally owned vehicle, reimbursement will be at the rate of 12.5 cents per mile.**

NOTE: *High mileage and low mileage drivers, who are directed to drive an available Government owned vehicle, and elects to drive a personally owned vehicle, will be reimbursed at the rate of 12.5 cents per mile.*

Part III: Vehicle Authorization – complete items 1 and 2.

Part IV: Certification and Approval – sign and date.

After completion, return Form RD 2018-1 to the State Office (Attention: Administrative Program Director) no later than July 15, 2008. This commitment covers Fiscal Year 2009 and shall serve as the basis for mileage reimbursement for the balance of the Fiscal Year 2008.

Definitions which relate to the use of the GOV:

- Committed—Rural Development employees complete a yearly mileage commitment form.
- Assigned—The commitment form is used by management to assign a GOV to a high mileage driver or to an office.
- Available—A GOV which is at the office and is not being used at the time the employee is scheduled to travel.

Below are some examples of reimbursement for using a POV for personal preference:

1. How much will an employee be reimbursed for use of a POV if the employee has committed to drive less than 12,000 miles a year and a GOV is assigned to the office and available for use?

An employee will receive 12.5 cents per mile when a GOV is available and the employee, who committed to drive less than 12,000 miles a year, elects to drive a POV.

2. How much will an employee be reimbursed for use of a POV if the employee committed to drive less than 12,000 miles a year and the GOV assigned to the office is not available for use?

An employee will receive 50.5 cents per mile when a GOV is not available and the employee who committed to drive less than 12,000 miles a year drives a POV.

3. How much will an employee be reimbursed for use of a POV if the employee has committed to drive more than 12,000 miles a year and a GOV has been assigned to that employee?

An employee will be reimbursed 12.5 cents per mile if the employee committed to drive more than 12,000 miles a year and is assigned a GOV but drives a POV.

4. How much will an employee be reimbursed for use of a POV if the employee committed to drive more than 12,000 miles a year and no GOV has been assigned to the employee and the GOV assigned to the office is available?

An employee who elects to drive a POV will be reimbursed 12.5 cents per mile when a GOV is available, if the employee is committed to drive more than 12,000 miles a year and the employee's office is assigned a GOV.

5. How much will an employee be reimbursed for use of a POV if the employee committed to drive more than 12,000 miles a year and a GOV is neither assigned nor available?

An employee will be reimbursed 28.5 cents per mile in all situations for use of a POV if the employee has committed to drive more than 12,000 miles a year and a GOV is neither available nor assigned to the employee.

All Travel Vouchers claiming POV mileage must include in the remarks “no GOV available” and be supported by attaching a copy of a calendar/log documenting that no GOV was available at the time the employee was scheduled to travel.

Rural Development employees should reference RD Instruction 2018-G (regarding vehicle commitments and the proper use of GOV’s), the Federal Travel Regulations (FTR), and RD Instruction 2036-A (regarding GSA/POV mileage reimbursements).

If you have any questions, please contact a member of the Administrative Staff in the State Office.



MARK SIMMONS
State Director

Attachment

