

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 _____ City _____ State _____ Residence _____ City _____ State _____
3. Fiscal Year Covered by this Form – October 1, 19 ____ to September 30, 19 ____
4. If other period please explain _____

PART II. VEHICLE COMMITMENT October 1, 19 ____ through September 30, 19 ____

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 _____ 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 _____ 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 _____ 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	Date
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