



**2009-2010 UK College of Agriculture
 Regulatory Services
 Private Vehicle Authorization/Reimbursement**

Personnel stationed at one of the three pick-up locations (Lexington Campus, West Ky. Research Station, or Robinson Station) are required to use UK Motor Pool vehicles whenever feasible.

COA Private Vehicle Reimbursement Policy

2009-2010 reimbursement rates:

- .55 p/m for Extension field personnel and other field personnel not stationed at a pick-up location
- .39 p/m for all other private car usage

Starting July 1, 2009 all College of Agriculture departments and units must adhere to the two approved rates of .55 and .39. Any other rates are disallowed.

For personal car usage, departments may elect to require prior approval of a personal vehicle or allow approval at the time the travel voucher is submitted to the Business Office.

Name _____ Date _____

Department _____

Purpose of Trip _____

Reason for personal car usage _____

Day Trip Optional Pre-authorization:

Destination: _____ Departure Date: _____ Time: _____

Return Date: _____ Time: _____ Approx. Mileage _____

Day Trip Post-authorization:

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

End Odometer _____ Start Odometer _____ Total Official Mileage _____

Weekly Trip Authorization:

Destination: _____

Date Trip Started: _____ Time: _____ Date Trip Ended: _____ Time: _____

Speedometer Reading at end of trip:

Speedometer Reading at start of trip:

Total Official Mileage of trip:

Weekly Mileage Total: _____

Vehicle License Number: _____

Authorizing Signature _____
