



Office of the Dean  
 S123 Ag Science North  
 Lexington, KY 40546-0091  
 859-257-4772  
 (Fax) 859-323-2885

**2014 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

2014 reimbursement rates:

- .56 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
- 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** \_\_\_\_\_

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |