

Request for Use of Privately Owned Vehicle

For use with Agreement
NR205C16XXXXC005

Revised 11/29/2021

POV Use is only permitted IF no GOV vehicle is available.

Employee Request Section:

I _____ request authorization to use my privately owned vehicle (POV) for travel associated with the performance of official duties for the following period:

Date of Travel:

From:

To:

Estimated Mileage Requested:

Justification Statement (REQUIRED):

By completing this request, the employee is certifying the following:

1. Request has been approved **prior** to POV use.
2. Employee will record and document official duty travel mileage and submit utilizing the bottom of this form.
3. Travel time and costs are mission related and limited to that which is necessary to complete specific assignments.
4. Government vehicle is NOT available. Use of Privately-owned vehicle is not permitted for convenience of staff.

Estimated Mileage Total: _____

Rate/mile: _____

Total amount of estimated reimbursement requested (mileage x rate): _____

[Click Here for Current IRS Mileage Rate](#)

Employee's Signature/Date

Approval Section:

NRCS Supervisor's Signature/Date

By signing NRCS Supervisor is certifying POV usage is determined to be the most advantageous to the Government and is not being used solely for employee convenience.

KACD Executive Director Signature/Date

Signature indicates acknowledgment of POV usage approval

If request is denied, please list reason(s) below:

NRCS ASTC-Partnerships Signature/Date

Signature indicates concurrence with POV usage request and verification that funds are available.

Actual Mileage: _____ **Rate/mile:** _____

Amount requested has been deducted from "other" category in agreement budget narrative.

Total Reimbursement (mileage X rate) = _____

KACD Executive Director/Date

Employee Signature/Date

Clear Form