

1) Agency Number/Name	2) Division
3) Org Number	4) Name of Person(s) Traveling/Employee ID#

5) Justification for personal vehicle use

Driver of a personal vehicle on state business who is reimbursed mileage must comply with the applicable sections of the Motor Vehicle Insurance Responsibility and Verification Act, [Title 61, Chapter 6, Part 1](#) and [Title 61, Chapter 6, Part 3](#), MCA, and must be aware of [personal vehicle usage liability](#) as provided by the DOA Risk Management and Tort Defense Division.

6) Trip Itinerary (include dates)

7) Estimated Trip Miles

Use of a personal vehicle on state business is reimbursed at the standard mileage rate unless one of the conditions listed below is met. Refer to the [Employee Travel Policy](#) for conditions and rates.

8) Rate Requested.

- Standard Rate
 * High Rate ≤1,000 miles/mo
 * Low Rate >1,000 miles/mo

* If requesting reimbursement at the **high or low rate**, check the applicable reason below:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 1. A motor pool vehicle or other state-owned or leased vehicle is not available; or |
| <input type="checkbox"/> | 2. The use of a personal vehicle is in the best interest of the state; or |
| <input type="checkbox"/> | 3. Legislator or member of the public on official state business. |

9) Traveler's Signature	Title	Date

Approval to be Completed by Agency Authorized Personnel		
Rate Approved <input type="checkbox"/> Standard <input type="checkbox"/> High <input type="checkbox"/> Low	<input type="checkbox"/> Not Approved	
Authorized Agency Official	Title	Date

Upon approval, the person(s) named above is granted authority to use a personal vehicle in the conduct of official State business (in accordance with [ARM 2.6.201 through ARM 2.6.214](#)) within the basic confines of the itinerary and approximate total mileage noted above.