

## Personal Vehicle Authorization Request Department of Plant & Soil Sciences

*Mileage is to be reimbursed at the current federal mileage rate at the time of travel. The only exception is for grant funds which include limitations on the mileage reimbursement rate; those requirements are to be honored.*

*Please upload this signed authorization form with your receipts in Concur.*

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Date of Request:

Traveler's Name:

Traveler's UK ID Number:

Traveler's Supervisor:

Account Number to Charge Mileage:

Phone Number:

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### Destination/Purpose of Travel

### Travel Dates

*(For blanket authorization, maintain fiscal year boundaries of July 1 through June 30)*

Departure:

Return:

**Justification/reason for personal vehicle use in lieu of state vehicle, rental vehicle, or airline travel:**

### Approximate roundtrip/total mileage:

**A cost comparison is required when travel exceeds 500 miles one-way.** A printed airline quote from AAA or Concur should be attached to this form and submitted *at least 3 weeks prior to travel*. The lesser expense (airline vs. mileage) will be reimbursed to the traveler.

Mileage: \$

Airline: \$

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\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chair or their Designee

\_\_\_\_\_  
Date