

Instructions: Complete all sections of this form. Upload the form to your travel authorization or reimbursement request.

*** Only complete this form to request the Standard IRS Mileage Rate when:

- (1) roundtrip mileage will exceed 75 miles for your travel, and
- (2) a state vehicle and/or a rental vehicle on State Term Contract 975B are available.

*** Extension counties excluded from the rental car requirement due to proximity to a rental car agency on State Term Contract 975B, do not need to submit this form.

Date of Request:

Full Name:

Select One:

CALS County-Based Extension

Other _____

TA/TR Number:

By submitting this form along with the travel authorization or reimbursement process, the traveler certifies that the use of their personal vehicle was due to one of the following reasons:

1. Travel involves biosecurity concerns (e.g. vehicle's locations over prior three days must be known to subsequently enter onto a producer's field; transporting biomaterials or controlled chemicals; exposure to biohazards; etc.).
2. Hauling equipment and/or supplies unsuitable for standard rental vehicle transport. This applies for specific one-time trips and for routine travel for employees that routinely transport needed tools and/or supplies (e.g. testing materials; plant, soil and/or animal materials; diagnostic tools, etc.).
3. Trips with high potential for additional costs for cleaning or damage and liability, (e.g. driving on unpaved/off-road surfaces, near forest/timber, or among livestock, etc.)
4. In response to emergency situations, or immediate and time sensitive duties that make it impracticable to have foreseen the trip would exceed 75 miles.
5. Other - Please describe below. Allowability determination will be made upon review and final approval by the Controller's Office during the reimbursement approval process.