

# Request for Use of Privately Owned Vehicle

**Original-is to be uploaded to your travel voucher or submitted with your SF-1164.**

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

<b>Dates of Travel:</b>	From:	To:
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POV is requested at 24 cents per mile

POV is requested at 56.5 cents per mile (Justification required)

Justification Statement:

**I understand that I am responsible for:**

1. Insuring that necessary requests for travel approval and authorization are submitted.
2. Recording and documenting travel schedules, activities, and expenses.
3. Submitting travel voucher claims.
4. Insuring that travel time and costs are mission related and limited to that which are necessary to complete specific assignments.

Employee's Signature

Date

**Supervisor Section:**

POV is authorized at 24 cents per mile

POV is determined to be most advantageous to the government and authorized at 56.5 cents per mile.

Supervisor's Signature

Date