STATE OF MONTANA

PERSONAL VEHICLE USE AUTHORIZATION FORM

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:*

☐	1. A motor pool vehicle or other state-owned or leased vehicle is not available; **or**
☐	2. The use of a personal vehicle is in the best interest of the state; **or**
☐	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 ☐ **Standard** ☐ **High** ☐ **Low** ☐ **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.

REVISED 10/17