



**USAGE OF GSA VEHICLE**

Vehicle: \_\_\_\_\_ Tag #: \_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_ CAR LAST ASSIGNED TO \_\_\_\_\_

DATES OF USE: \_\_\_\_\_

PURPOSE OF USE: \_\_\_\_\_

(Nature of work performed, location and case number)

ENDING MILEAGE \_\_\_\_\_

BEGINNING MILEAGE \_\_\_\_\_

TOTAL MILES \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REMINDERS:

LOCK THE CAR WHEN YOU PARK

REPORT ANY DAMAGE TO CAR TO \_\_\_\_\_

FIRST AID KIT IN VEHICLE: \_\_\_\_\_

I CERTIFY THAT I POSSESSED A VALID DRIVER'S LICENSE AT ALL TIMES I OPERATED THIS VEHICLE.

\_\_\_\_\_

NAME

\_\_\_\_\_

DATE

AT THE CONCLUSION OF TRAVEL, THIS FORM MUST BE COMPLETED AND SUBMITTED TO \_\_\_\_\_

**Request For Higher Reimbursement For Privately Owned Vehicle**

I have previously elected to use a GSA car for official travel. I was traveling on official business on \_\_\_\_\_ for the purpose of conducting an (investigation) (election) (trial work)(other reason: \_\_\_\_\_) regarding (Case Name: \_\_\_\_\_ Case No. \_\_\_\_\_).

I certify that there were no GSA cars available for this travel and I am requesting reimbursement at the rate of \$.57 for use of my POV to conduct Agency business.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date