

**UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT**

Rural Business Cooperative Service	601 Business Loop 70 West	(573) 876-0976
Rural Housing Service	Parkade Center, Suite 235	FAX (573) 876-0977
Rural Utilities Service	Columbia, MO 65203	TDD (573) 876-9480

---

For Administrative Use Only

Missouri AN NO. 1446 (2018)

June 23, 2008

TO: All Missouri Rural Development Travelers

FROM: Morris Westfall  
State Director, Rural Development

SUBJECT: Vehicle Authorization and Commitment

PURPOSE/INTENDED OUTCOME:

To establish reimbursement rates for employees who use their privately-owned vehicles on official business.

COMPARISON WITH PREVIOUS AN:

Replaces Missouri AN No. 1437 (2018) dated May 15, 2006.

IMPLEMENTATION RESPONSIBILITIES:

In accordance with regulations, it is time for **ALL EMPLOYEES** to make their travel commitment for the upcoming fiscal year beginning October 1, 2008, to September 30, 2009.

The commitment includes a certification by an employee who may/will drive a Government Furnished Vehicle (GFV) that they have a valid Missouri Drivers License. Please include the number and expiration date of your current license.

Attached is Form RD 2018-1, Vehicle Commitment and Authorization Form, which is to be completed by **ALL** State, Area and Local Office employees. This form contains three parts. Parts I and II are to be completed by **ALL** employees. Part III will be completed by any employee who may/will drive a GFV at any time during the year.

EXPIRATION DATE: June 30, 2009

FILING INSTRUCTIONS: Preceding  
Rural Development Inst. 2018-G

The following are the commitment choices:

1. Mileage exceeds 12,000 miles per year:
  - A. Request a GFV
  - B. Elect not to request a GFV and claim \$.285 cents per mile
2. Mileage less than 12,000 miles per year may commit to using their Privately Owned Vehicle (POV) and will be reimbursed at the rate of \$.505 cents per mile

Travelers in offices where a GFV is located will be reimbursed \$.125 cents per mile when the GFV is available and they choose to drive their POV. Offices are encouraged to maintain a monthly calendar reflecting the scheduling and use of the GFV.

Each employee should review their last 12-month mileage history to justify their commitment. Based on our review of Form 2018-1 submitted by each employee, as well as State Office reports showing miles traveled, a determination will be made on the approval of each commitment.

Each employee should complete an original plus two copies of Form 2018-1. The original of the form is to be mailed to the State Office, a copy filed in the Operational File 2018-G and a copy for each employee's personal travel folder.

The commitments for all employees in the office are to be stapled together and mailed together as a packet at the same time to the State Office, ATTN: Patty, to be received no later than **TUESDAY, JULY 15, 2008.**

If you have any questions, please contact Patty at extension 573-876-0976.