

TRAVEL MANUAL

August 9, 2002

ATTACHMENT C-3

**APPROVAL FOR USE OF PRIVATE VEHICLE
FOR INTRACITY TRAVEL**

Under the terms of Oak Ridge Associated Universities' (ORAU) contract with the U.S. Department of Energy (DOE), private vehicles may be used for intracity travel when both of the following circumstances occur:

- 1) Program needs require frequent and recurring travel between business locations and,
- 2) A government vehicle is not available for assignment to perform the required travel.

Approval

This form must be signed by the traveler and have appropriate approvals.

A copy of this form will be submitted to Travel Accounting for processing reimbursement of mileage claimed on the Request for Payment of Private Vehicle Mileage.

Reimbursement and Insurance

Reimbursement for private vehicle mileage will be at the current rate (as of February 1, 2002 it is 36 cents per mile). This reimbursement is in lieu of operating costs and includes the cost of the individual's automobile liability insurance. **ORAU does not assume insurance responsibility** for the use of private vehicles even when the traveler is authorized to use their private vehicle for official business. Reimbursement for personal travel or the normal cost of commuting to and from the facility **will not be authorized** under the provision of this paragraph.

To request reimbursement, the attached Request for Payment of Private Vehicle Mileage form must be completed and submitted (preferably on a monthly basis).

City:	Time Period:
Traveler's Signature:	Date:

APPROVALS:

Laboratory Program Coordinator (if applicable)	Date
ORISE Approval	Date