UNITED STATED DEPARTMENT OF AGRICULTURE Form RD 2018-1 RURAL DEVELOPMENT (Rev. 3-97) **VEHICLE COMMITMENT AND AUTHORIZATION FORM** (Due to Approving Official by July 15 Each Year) (To be completed by all drivers using a Government-furnished vehicle or privately owned vehicle for official business) PART I. DRIVER INFORMATION 1. Name Title 2. Duty Station City State 3. Fiscal Year Covered by this Form - October 1, 19 _____ to September 30, 19 4. If other period please explain PART II. VEHICLE COMMITMENT October 1, 19 ____ through September 30, 19 _ l expect to drive 12,000 miles or more per year on official business during the above period and make the following commitment: _ I will use a Government-furnished vehicle. My projected mileage is estimated to be _ . I elect not to use a Government-furnished vehicle, and I understand that reimbursement for using my personally-owned vehicle will be at the rate of _ __ cents per mile.* I expect to drive less than 12,000 miles per year on official business during the above period and will use my personally-owned vehicle, and will be reimbursed at the rate of cents per mile.* NOTE: Any employee, both high mileage and low mileage, who is directed to drive or travel in an available Government-furnished vehicle. but who elects to drive a personally-owned vehicle, will be reimbursed at the rate of __ * Or current rate in accordance with the Federal Travel Regulation. PART II. VEHICLE AUTHORIZATION (To be completed by Employees who use a Government-furnished vehicle on official business) 1. Indicate the State Issuing your License _ ___ License Number _ 3. You are responsible for notifying the Approving Official if your license is revoked or not renewed. PART IV. CERTIFICATION AND APPROVAL Date **Approving Official Signature** Date **Employee Signature** Form RD 2018-1 (Rev. 3-97)

Used in verifying employees mileage commitment and current status of drivers license.

PROCEDURE FOR PREPARATION

: RD Instructions 2018-G and 2036-A.

PREPARED BY

: Employees who drive Government vehicles

or privately owned vehicle.

NUMBER OF COPIES

: Original plus one copy.

SIGNATURES REQUIRED

: Approving Official and Employee.

DISTRIBUTION OF COPIES

: Original to Approving Official; copy to Employee.

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