

ANNUAL NOTICE TO HIGH-MILEAGE DRIVERS	FISCAL YEAR	DATE PREPARED
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PURPOSE: All employees who are expected to drive an average of 625 or more official miles per month must use this form to make a written commitment stating whether they will drive a Government-furnished automobile or their privately owned vehicle.

NAME OF EMPLOYEE	DUTY STATION
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RESIDENCE (Street address, city, state and zip code)

It is expected that your automobile mileage to carry out your official assignments, including any expected rotations and details during the fiscal year, will average 625 or more miles per month. This automatically places you in a high-mileage driver category, and you are, thus, required to complete one of the commitments in section B.

SECTION A - MILEAGE COMPUTATION

1. Annual estimated work assignment mileage		SIGNATURE AND TITLE OF SUPERVISOR
2. Annual estimated "reimbursable home to home" mileage		
3. Annual total estimated mileage		SIGNATURE AND TITLE OF EMPLOYEE
4. Average estimated monthly mileage (Divide line 3 by 12)		

SECTION B - COMMITMENT

NOTE: The mileage rates covered by this section are subject to change. In the event there is a mileage change after the commitment was submitted, the driver can resubmit the commitment within 60 days of the notice of the implemented change. (For example: a driver submits a commitment to drive their privately-owned automobile or Government-furnished automobile and there is a mileage rate change or a mileage threshold change, the driver can change their commitment mid-term.)

PLEASE CHECK ONE OF THE FOLLOWING:

1. I am currently driving a government vehicle and elect to continue to do so for official travel during the fiscal year stated above. The tag number of my assigned government vehicle is: _____
2. I am requesting a government-furnished automobile be assigned to me on a continuous basis for official travel during the fiscal year stated above in accordance with the following provisions:
 - a. After a Government-furnished automobile is assigned to me, I will be required to drive it on a continuous basis for official travel from the date of assignment of the vehicle, unless there is a change of official duty station.
 - b. By signing the commitment, I understand that if a Government-furnished automobile cannot be made available to me, I will be reimbursed at the maximum mileage rate authorized by the Federal Travel Regulations (FTR) for the use of my privately-owned automobile (POA). When this rate is used, the following will be included on my travel voucher: "Commitment to use a Government-furnished automobile signed on (Date), but a Government-furnished automobile has not been provided me." (0.585 cents per mile)*
 - c. If a Government-furnished automobile is requested from GSA to be assigned to me, but I turn down the vehicle or on occasion I choose to use my privately-owned automobile for personal convenience, I understand I will be partially reimbursed at the lowest rate authorized by 41 CFR 301-10.310 (FTR). (0.18 cents per mile) *
3. I elect to drive my privately-owned automobile for official travel on a continuous basis during a 12 month commitment period. By signing this commitment, I understand the rate will be based upon the average mileage cost for use of a Government-furnished automobile as authorized by 41 CFR 301-10.310 (FTR). When this rate is used, the following will be included on my travel voucher. " I have made a commitment to use my privately-owned automobile at a rate of 0.18 cents per mile." *

*Rate authorized by 41 CFR 301-10.310 (FTR), subject to change each January.

SIGNATURE AND TITLE OF EMPLOYEE	DATE
SIGNATURE AND TITLE OF SUPERVISOR	DATE