

**CITY OF JONESBORO  
REQUEST FOR LOCAL TRAVEL REIMBURSEMENT  
PERSONAL VEHICLE USAGE**

**Instructions:**

All requests for employee use of a personal vehicle for local official business purposes must be approved by the employee's department head prior to such use.

Use of a personal vehicle shall not be allowed if there is a City vehicle available for the required travel within the employee's department.

Requests for reimbursement for authorized use of a personal vehicle shall be made by completion of this form and submission of the form to the Finance Department.

**DEPARTMENT HEAD AUTHORIZATION:**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**EMPLOYEE NAME:**

**DEPARTMENT:**

**PURPOSE:**

**DEPART (DATE & TIME):**

**RETURN (DATE & TIME):**

**REIMBURSEMENT CLAIMED**

MILES \_\_\_\_\_ @ \$.36 per mile \$ \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_