

Authorizations to Use Privately Owned Vehicles

If using privately owned vehicle and claiming mileage – you must have a current “Authorization to Use Privately Owned Vehicle” Card on file with the Travel Technician. These cards must be renewed annually.

Claimant must have completed the Defensive Driving Course if claiming mileage for more than once a month. Please also refer to [Policy No. B-02](#) of this Manual for additional information about this policy.

The [Authorization Card](#) is located in the University Forms section of this manual.