

FY 2022

Utah State Courts

Request for Reimbursement at the Higher Mileage Rate

(From July 1, 2021 through June 30, 2022)

No motor pool vehicle assigned to the Court is available for use on _____ (date)
for travel to _____ (destination), nor is a
motor pool vehicle from State Fleet available.

As a result, I request that the reimbursement rate for using my private vehicle be set at the higher reimbursement rate of **\$.56/mile** for this trip. I understand the use of my vehicle for state business is not covered by the Risk Management insurance of the State of Utah and it is my responsibility to establish the proper form of business coverage with my private insurance company.

Signed _____

Position _____

Date _____

The signature below confirms that budget exists to pay mileage at the higher rate.

Authorized by: _____ Date: _____
Court Executive, Designee or State Level Administrator