

Karuk Tribe			
Mileage Request			
Date:	Destination and Purpose:	Total Miles:	Was KTOC Vehicle Available?

**If personal vehicle was used and KT vehicle was available, briefly explain reason below:**

\_\_\_\_\_

**NOTE:** If POV was used and KT vehicle was available and POV use was not advantageous to the Tribe mileage will be reimbursed at 1/2 of the approved rate above.

**APPROVALS:**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_