

EXHIBIT #13

TO: Janice P. Phillips, Accounts Payable Department
Southside Virginia Community College

FROM: LOUISE OGBURN OR JUDI KEEHAN
CAR ISSUANCE CONTROLLER(S)

SUBJECT: Availability of state owned vehicles for employees to use
In order to perform their official job duties for Southside
Virginia Community College

Employee's Name

Date(s) of Request

Please mark only one of the following:

_____ State Vehicle is not Available for Dates Requested
Mileage Rate of 44.5 cents/mile to be used

_____ State Vehicle Was Available or Not Requested
Mileage Rate of 24.6 cents/mile to be used

_____ Personal Vehicle Used – Cost Beneficial to State
Mileage Rate of 44.5 cents/mile to be used

Signed By:

Date

MUST BE ATTACHED TO ALL TRAVEL VOUCHERS THAT
CLAIM MILEAGE