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## Mileage Report for Personal Use of Vehicle

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If more than one vehicle was used, fill out a separate form for each vehicle and please be specific about the dates for each. Fill out this form and return it to the University Payroll Office (*Mail Code 0580*).

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### Vehicle Information

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Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ VIN \_\_\_\_\_

Vehicle Used for Period from: \_\_\_\_\_ to \_\_\_\_\_ (*Full coverage is from November 1 through October 31*)

Beginning Odometer Reading \_\_\_\_\_ Ending Odometer Reading \_\_\_\_\_

Total Miles Driven \_\_\_\_\_ Total Business Miles Driven \_\_\_\_\_

Did you fill out a report for this vehicle last year?

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### Identification

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UID \_\_\_\_\_ Name \_\_\_\_\_  
*Last* *First* *MI*

Email \_\_\_\_\_ Telephone \_\_\_\_\_

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### Authorization

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*This form is considered invalid if it has been altered in any way or any unauthorized additions have been made to it.*

**I certify that this information is accurate and adequate personal records and sufficient written evidence is available to justify these miles and values.**

Employee Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_\_\_

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### University Payroll Office (UPO) Use Only

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Date Entered \_\_\_ / \_\_\_ / \_\_\_\_\_

UPO Initials \_\_\_\_\_