



## Employer-Provided Vehicles

Weekly Mileage Log for Business (B) and personal (P) Usage

<b>Sunday:</b> _____					<b>Monday:</b> _____						
Explanations	Odometer Readings			(B) (P)		Explanations	Odometer Readings			(B) (P)	
	(1) Start	(2) Stop	(2)-(1)				(1) Start	(2) Stop	(2)-(1)		
Home to Work						Home to Work					
Work to Home						Work to Home					
<i>Total Miles</i> _____					<i>Total Miles</i> _____						
Total Business Miles (B) _____					Total Business Miles (B) _____						
Total Personal Miles (P) _____					Total Personal Miles (P) _____						
<b>Tuesday:</b> _____					<b>Wednesday:</b> _____						
Explanations	Odometer Readings			(B) (P)		Explanations	Odometer Readings			(B) (P)	
	(1) Start	(2) Stop	(2)-(1)				(1) Start	(2) Stop	(2)-(1)		
Home to Work						Home to Work					
Work to Home						Work to Home					
<i>Total Miles</i> _____					<i>Total Miles</i> _____						
Total Business Miles (B) _____					Total Business Miles (B) _____						
Total Personal Miles (P) _____					Total Personal Miles (P) _____						
<b>Thursday:</b> _____					<b>Friday:</b> _____						
Explanations	Odometer Readings			(B) (P)		Explanations	Odometer Readings			(B) (P)	
	(1) Start	(2) Stop	(2)-(1)				(1) Start	(2) Stop	(2)-(1)		
Home to Work						Home to Work					
Work to Home						Work to Home					
<i>Total Miles</i> _____					<i>Total Miles</i> _____						
Total Business Miles (B) _____					Total Business Miles (B) _____						
Total Personal Miles (P) _____					Total Personal Miles (P) _____						
<b>Saturday:</b> _____					<b>Department Name:</b> _____						
Explanations	Odometer Readings			(B) (P)		<b>Employee Name:</b> _____					
	(1) Start	(2) Stop	(2)-(1)			(1) Start	(2) Stop	(2)-(1)	<b>Employee SSN:</b> _____		
Home to Work						<b>Vehicle Information</b>					
						<b>Make:</b> _____					
						<b>Model:</b> _____					
						<b>Year:</b> _____					
						<b>Employee Certification</b>					
Work to Home						I hereby certify that the mileage information provided herein is true and accurate to the best of my knowledge and reflects an actual record of my use of the above listed vehicle.					
<i>Total Miles</i> _____					X _____						
<b>For Official Use Only</b>					<b>EMPLOYEE SIGNATURE</b>						
Total Business Miles (B) _____					<b>Summary Totals For The Week</b>						
Total Personal Miles (P) _____					Total Miles _____						
					Total Business Miles (B) _____						
					Total Personal Miles (P) _____						