

Employer-Provided Vehicles
Weekly Mileage Log for Business (B) and personal (P) Usage

Sunday:					Monday:				
Odometer Readings (B)					Odometer Readings (B)				
Explanations	(1) Start	(2) Stop	(2)-(1)	(P)	Explanations	(1) Start	(2) Stop	(2)-(1)	(P)
Home to Work					Home to Work				
							+		
Work to Home					Work to Home				
Work to Florite		Total Miles			Work to Florite	<u> </u>	Total Miles		
Total Business Miles (B)					Total Business Miles (B)				-
Total Personal Miles (P)					Total Personal Miles (P)			•	
Tuesday:					Wednesday:				
Odometer Readings (B)									
Explanations		(2) Stop		(P)	Explanations	(1) Start		_	(P)
Home to Work					Home to Work		1		
Work to Home					Work to Home				
		Total Miles		ı			Total Miles		_
Total Business Miles (B)					Total Business Miles (B)				
Total Personal Miles (P)					Total Personal Miles (P)				
Thrusday:					Friday:				
		meter Read	_	(B)			ometer Read	lings	(B)
Explanations	(1) Start	(2) Stop	(2)-(1)	(P)	Explanations	(1) Start	(2) Stop	(2)-(1)	(P)
Home to Work					Home to Work				
Mark to Home					Mark to Hame				+
Work to Home		Total Miles			Work to Home		Total Miles		
Total Business Miles (B)		Total Willes		ı	Total Business Miles (B)		TOTAL WINGS		-
Total Personal Miles (P)					Total Personal Miles (P)			•	
, ,					` '			•	
Saturday:					Department Name:				
		meter Read	_		Employee Name:				
Explanations	(1) Start	(2) Stop	(2)-(1)	(P)	Employee SSN:				
Home to Work					Vehicle Information				
					Make:	-			
					Model: Year:	-			
						oyee Cert	ification		
Work to Home								rovided	
Work to Home Total Miles					I hereby certify that the mileage information provided herein is true and accurate to the best of my knowledge				
Total Business Miles (B)					and reflects an actual record of my use of the above				
Total Personal Miles (P)					listed vehicle.				
For Official Use Only									
i or Official 036 Offity					X EMPLOYEE SIGNATURE				
					Summary Totals For The Week				
					Total Miles				
					Total Business Miles (B)				_
					Total Personal Miles (P)				