

Automobile Use Mileage Log (Documentation for Business Miles)

Employee Name (PRINT): _____

Title: _____

Dept. _____ Ext. _____

Signature: _____ Date: _____

Check appropriate box for this submission:

☐ 1st Quarter Dec–Feb (due to payroll by 3/5)

☐ 3rd Quarter Jun – Aug (due to payroll 9/5)

☐ 2nd Quarter Mar–May (due to payroll by 6/5)

☐ 4th Quarter Sep – Nov (due to payroll 12/5)

OR

☐ I elect to treat the entire benefit as taxable compensation. (If this box is selected, you must submit this form to Payroll by Dec 1 annually. Tax due on this benefit will be deducted bi-weekly from your paycheck over the course of the year.)

Date	Starting Odometer	Ending Odometer	Business Miles	Destination	Business Purpose
EXAMPLE 1 8/19/09	28	38	10	Plantation	Golf with Joe Smith, CEO of Joe's Sports, to discuss expectations for \$100,000 donation for E. Jr. High project.
EXAMPLE 2 8/20/09	55	57	2	Arid Club	Dinner with potential donor, John Smith, alum and owner of John's Real Estate Co., to discuss potential stadium naming rights.
EXAMPLE 3 8/21/09	61	64	3	XYZ Restaurant	Interview lunch with Jane Jones, candidate for women's basketball assistant position.

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PAGE ____ (IF YOU NEED MORE SPACE, ADD ADDITIONAL COPIES OF THIS PAGE AND INSERT PAGE NOS.

Employee Name (PRINT): _____ Department: _____ QUARTER NO. _____

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