

# SAMFORD UNIVERSITY

## Human Resources Department

### Auto Mileage Report

Please complete an Auto Mileage form with information for **each vehicle** used during the period covered. Payroll will deduct taxes on the next available pay period. These should be completed a minimum of annually (to be completed each December) but may be completed at quarterly intervals throughout the year to allow the tax deductions to be spread over multiple pay periods.

The IRS requires a log to be kept to substantiate all business use for University provided vehicles which includes the: date, destination, mileage, and business purpose. All other mileage is deemed by the IRS to be personal and thus taxable to the employee.

Employee Name: \_\_\_\_\_ SUID \_\_\_\_\_

Beginning Date: _____	Ending Date: _____
Vehicle Make: _____	Vehicle Model: _____ Year: _____
Beginning Mileage: _____	Ending Mileage: _____
Total Miles: _____	Personal Miles: _____

Beginning Date: _____	Ending Date: _____
Vehicle Make: _____	Vehicle Model: _____ Year: _____
Beginning Mileage: _____	Ending Mileage: _____
Total Miles: _____	Personal Miles: _____

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**HR USE ONLY**

Value	ALV	Percentage	Taxable Amount