

University of North Florida Foundation, Inc.
Foundation Accounting
UNF Hall, Suite 2900 • (904) 620-2790

Non-cash Fringe Benefit Information
MONTHLY MILEAGE LOG
INSTRUCTIONS

NOTES:

- This form must be filed monthly.
- *To move around the Monthly Mileage Log, use the “Tab” key or place the mouse cursor in the area needed to be filled-up and press the mouse left button.*

INSTRUCTIONS: The following fields must be completed.

- 1) **Employee Name:** Type the name of employee filing for the Non-Cash Fringe Benefit Information: Monthly Mileage Log.
- 2) **Please check one:** Select if car assigned to employee is a “State/University Car” or “Courtesy Car” provided by private organizations.
- 3) **Month/Year:** Type the month and year corresponding to the “Monthly Mileage Log”.
- 4) **Make/Year:** Type the model & year model of the car.

TABLE

- 5) **Date:** Type the date the travel occurred i.e. mm/dd/yy.

It is recommended that employees keep a personal odometer reading log for the business trips at least. Record the odometer reading at point of origin and upon arrival at destination; this will be the business miles. The personal miles is auto-calculated as ‘the balance of the total mileage less the business miles’.

- 6) **Start:** Type the odometer reading at point of origin.
- 7) **End:** Type the odometer reading at destination.

The odometer reading mileage is auto-calculated (Start miles less End miles).

- 8) **Personal Miles:** This field is auto-calculated.
- 9) **Business Miles:** Type the business miles. This field must be filled-up for the purpose of personal miles auto-calculation (Mileage less Business Miles = Personal Miles).
- 10) **Business Purpose:** Type the purpose of the trip.

For 10, 11 & 12, the expenses must be incurred for business purposes only.

- 11) Expenses **Date:** Type the date the expense was incurred i.e. mm/dd/yy.
- 12) Expenses **Description:** Type the description and/or purpose of the expense.
- 13) Expenses **Amount:** Type the expense(s) amount.

There are 30 lines available in the table, use additional form if necessary.

Mileage and expenses totals are auto-calculated. Personal and Business Miles Rates are automatically pro-rated.

Nos. 13 & 14 must be completed for verification of total mileage during the month inclusive of business as well as personal miles. Personal miles for the month may be calculated as ‘Odometer-last day of mo. less Odometer-1st day of mo.’.

- 13) **Odometer, 1st day of mo.:** Type the odometer reading on the first day of the month.
- 14) **Odometer, last day of mo.:** Type the odometer reading on the last day of the month.

The Employee’s Signature and Date must be completed.

FOR FURTHER DEVELOPMENT, WE APPRECIATE KNOWING QUESTIONS AND PROBLEMS IN COMPLETING THIS FDN 023 FORM. PLEASE CONTACT THE TSI/FOUNDATION ACCOUNTING OFFICE (904/620-2790) OR CYADAO@UNF.EDU.
