

Vehicle Mileage Log

NAME:			Banner ID#	
MONTH.				
MONTH: VEHICLE:			Department:	
VEHICLI	E:		Fund#	
		TRAVEL	Account# Business Purpose	Number of
Date	Point of Origin	Destination	(be specific)	Number of Miles Driven
Date	Foint of Origin	Destination	(be specific)	Willes Driven
Total Busir	ness Miles (Sum Number of Miles	s Driven):		
	ion of Personal Miles Driv			
Ending Od	ometer Reading (Record NOW as Odometer Reading (Pull from Pri	s next month's Beginning Odometer Read	ing!):	98585
		nus Beginning Odometer Reading):	<u> </u>	88232 10353
	iness Miles (calculated above)	dus beginning Odometer Reading).	=	8000
	onal Miles Driven During Month:		_	
2.2 7 0.00				
Return the completed form to the NMT Payroll Department by the 7th day following month-end.				
A separate form should be completed for each different vehicle driven during the month.				
Questions	concerning the use of this for	m should be addressed to the Federal	Compliance Office, X5984.	1
	Cianatura		Doto	
Employee	oignature		Date	1
For Payro	oll Use Only: Account Num	nber:		I
Departmental Approval:				
Departmental Approval.				