# Personal Vehicle Mileage Log

### Owner/Operator

#### EmpID / uNID

### Type of Reimbursement

#### MILEAGE

#### FUEL COST

## Trip Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Origin</th>
<th>Destination</th>
<th>Odometer</th>
<th>Miles Traveled</th>
<th>Purpose/or Description</th>
<th>Fuel Purchases</th>
</tr>
</thead>
</table>

### Total Mileage

#### Total mileage at Fleet Rate

#### Total mileage at Standard Rate

### Total Fuel Charges

#### CURRENT FLEET RATE: Mileage x Crnt Fleet Rate

#### CURRENT STANDARD RATE: Mileage x Crnt Standard Rate

### Total Reimbursement

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1. Has this person completed the University's defensive driving course? Yes/No

   - **See:** [http://web.utah.edu/risk_management/vehicle/auto_insurance_provisions/driver_training/driver_training.htm](http://web.utah.edu/risk_management/vehicle/auto_insurance_provisions/driver_training/driver_training.htm)

2. Only one reimbursement basis is allowed. Mileage and fuel reimbursements for the same trip or period appearing on more than one form will require Internal Audit's review.

3. Cannot be more than sixty (60) days from date of reimbursement request.

4. Odometer readings for beginning and ending mileages are required for all fuel cost or mileage reimbursements. The reimbursement will be returned if the mileage cannot be determined.

5. Include street address and city (state if outside of Utah)

6. All fuel purchases must be backed up by original receipts, which are not required for mileage reimbursement. **Note:** Total fuel purchases cannot exceed mileage reimbursement.

   - **See:** ["http://fbs.admin.utah.edu/index.php/travel/travel-allowable/#2" for an explanation of 'fleet' and 'standard' rates.](http://fbs.admin.utah.edu/index.php/travel/travel-allowable/#2)

7. Mark each line above as either "F" for fleet rate mileage or "S" for standard rate mileage when claiming **mileage** reimbursement. The fleet rate prevails in situations where a fleet vehicle is recommended and available, but a private vehicle is used instead.

   - **See:** ["http://fbs.admin.utah.edu/index.php/travel/travel-allowable/#2" for an explanation of 'fleet' and 'standard' rates.](http://fbs.admin.utah.edu/index.php/travel/travel-allowable/#2)

8. Total fuel charges cannot exceed mileage reimbursement. The fleet rate will be used to determine the maximum reimbursement if mileage rate cannot be determined.