

# Personal Vehicle Mileage Log

Owner/Operator <sup>1</sup> \_\_\_\_\_  
 EmpID / uNID \_\_\_\_\_  
 Start Date <sup>3</sup> \_\_\_\_\_

Type of Reimbursement <sup>2</sup> (Circle One) MILEAGE  
FUEL COST

## Trip Information

| Date | Origin <sup>5</sup> | Destination <sup>5</sup> | Odometer <sup>4</sup> |           | Miles Traveled | Purpose/or Description | Fuel Purchases <sup>6</sup> |
|------|---------------------|--------------------------|-----------------------|-----------|----------------|------------------------|-----------------------------|
|      |                     |                          | Ending                | Beginning |                |                        |                             |
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| Total Mileage <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>                               | Total Fuel Charges <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>    |
| Total mileage at Fleet Rate <sup>7</sup> <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>    | CURRENT FLEET RATE <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>    |
| Total mileage at Standard Rate <sup>7</sup> <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span> | CURRENT STANDARD RATE <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span> |
| Total Reimbursement <sup>8</sup> <span style="border: 3px double black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>          |  |

<sup>1</sup> Has this person completed the University's defensive driving course? Yes/No <sup>a</sup> \_\_\_\_\_

<sup>a</sup> 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)

<sup>2</sup> 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.

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

<sup>4</sup> 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.

<sup>5</sup> Include street address and city (state if outside of Utah)

<sup>6</sup> 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.**

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

<sup>b</sup> See: "<http://fbs.admin.utah.edu/index.php/travel/travel-allowable/#2>" for an explanation of 'fleet' and 'standard' rates.

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