



Employer-Provided Vehicles

Weekly Mileage Log for Business (B) and personal (P) Usage

Sunday: _____					Monday: _____				
Explanations	Odometer Readings			(B) (P)	Explanations	Odometer Readings			(B) (P)
	(1) Start	(2) Stop	(2)-(1)			(1) Start	(2) Stop	(2)-(1)	
Home to Work					Home to Work				
Work to Home					Work to Home				
<i>Total Miles</i> _____					<i>Total Miles</i> _____				
Total Business Miles (B) _____					Total Business Miles (B) _____				
Total Personal Miles (P) _____					Total Personal Miles (P) _____				
Tuesday: _____					Wednesday: _____				
Explanations	Odometer Readings			(B) (P)	Explanations	Odometer Readings			(B) (P)
	(1) Start	(2) Stop	(2)-(1)			(1) Start	(2) Stop	(2)-(1)	
Home to Work					Home to Work				
Work to Home					Work to Home				
<i>Total Miles</i> _____					<i>Total Miles</i> _____				
Total Business Miles (B) _____					Total Business Miles (B) _____				
Total Personal Miles (P) _____					Total Personal Miles (P) _____				
Thursday: _____					Friday: _____				
Explanations	Odometer Readings			(B) (P)	Explanations	Odometer Readings			(B) (P)
	(1) Start	(2) Stop	(2)-(1)			(1) Start	(2) Stop	(2)-(1)	
Home to Work					Home to Work				
Work to Home					Work to Home				
<i>Total Miles</i> _____					<i>Total Miles</i> _____				
Total Business Miles (B) _____					Total Business Miles (B) _____				
Total Personal Miles (P) _____					Total Personal Miles (P) _____				
Saturday: _____					Department Name: _____				
Explanations	Odometer Readings			(B) (P)	Employee Name: _____				
	(1) Start	(2) Stop	(2)-(1)		Employee SSN: _____				
Home to Work					Vehicle Information				
					Make: _____				
					Model: _____				
					Year: _____				
Work to Home					Employee Certification				
<i>Total Miles</i> _____					I hereby certify that the mileage information provided herein is true and accurate to the best of my knowledge and reflects an actual record of my use of the above listed vehicle.				
Total Business Miles (B) _____					X _____				
Total Personal Miles (P) _____					EMPLOYEE SIGNATURE				
For Official Use Only					Summary Totals For The Week				
					Total Miles _____				
					Total Business Miles (B) _____				
					Total Personal Miles (P) _____				