

COURTESY VEHICLE  
MILEAGE SUBMISSION FORM

REPORTING  
PERIOD:

\_\_\_\_\_  
Month

\_\_\_\_\_  
Year

MILEAGE

\_\_\_\_\_  
Name

\_\_\_\_\_  
Employee ID Number

Type of Vehicle

\_\_\_\_\_  
Make

\_\_\_\_\_  
Model

\_\_\_\_\_  
Year

\_\_\_\_\_  
Vehicle License Number

\_\_\_\_\_  
Date Assigned

Odometer Reading (End of Reporting Period): \_\_\_\_\_

Total Miles Driven this Month

\_\_\_\_\_

University Business Miles

\_\_\_\_\_

\_\_\_\_\_%

Personal Miles

\_\_\_\_\_

\_\_\_\_\_%

I hereby certify that the above information is a true and accurate statement of the usage of the above described company-provided vehicle during the period indicated. I am aware that commuting miles to and from work are considered personal miles and have been recorded as such. I further realize my responsibility for maintaining adequate records which substantiate my business use of this courtesy vehicle.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date