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**Vehicle Mileage Log**

Fiscal Year Ending June 30, 20

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Department Name | | |  | Department Index | |  | | | |
| Vehicle | | |  | Property Number | |  | | | |
| Budget Administrator | | |  | | | | | | |
| Reviewed/Approved | | |  | | |  | | | |
|  | | | Signature of Administrator | | |  | | | |
| Month & Year | |  | | Beginning Mileage | |  | | | |
|  |  | |  | | | |
| **Date of Trip** | **Destination-Purpose-Name of Driver** | | | | **Odometer Reading Upon Return** | | **Total Mileage** | **\*** |
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| **Total Mileage for Entire Month:** | | | | | | |  |

**\*COLLEGE VEHICLES ARE TO BE USED FOR COLLEGE BUSINESS PURPOSES ONLY.** Personal use of any College vehicle is prohibited unless approved by the President, **IN WRITING**, prior to the personal use trip. Personal use of a College vehicle is taxable to the individual and an amount will be included in the Employee’s taxable compensation at year end. *Check this space* if the trip was approved for personal use and attach the President’s written approval.

This form must be sent to the Office of Financial Services by the ***third work day*** of the month following.

BO-018 Rev. 07/14