



Personal Vehicle Mileage Log

Type of Reimbursement²

MILEAGE

FUEL COST

Owner/Operator ¹ _____

EmpID / uNID _____

Start Date ³ _____

Supervisor/Instructor:

U of U account/chartfield to be billed:

Trip Information

Date	Origin ⁵	Destination ⁵	Odometer ⁴		Miles Traveled	Purpose/or Description	Fuel Purchases ⁶
			Ending	Beginning			

Total Mileage		Total Fuel Charges	
Total mileage at Fleet Rate ⁷		Fleet Rate	
Total mileage at Standard Rate ⁷		Standard Rate	
		Total Reimbursement ⁸	

¹ Has this person completed the University's defensive driving course? **Yes/No ^a** _____

^a See: 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.**

⁷ Enter total mileage in either the fleet rate mileage or standard rate mileage boxes when claiming **mileage ^b** reimbursement. The fleet rate prevails in situations where a fleet vehicle is recommended and available, but a private vehicle is used instead. boxes

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

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.