THE UNIVERSITY OF UTAH

Personal Vehicle Mileage Log

Type of Reimbursement[2] ☐ MILEAGE ☐ FUEL COST

Owner/Operator [1] _____

EmplID / uNID _____

Start Date [3] _____

Supervisor/Instructor: _____

U of U account/chartfield to be billed: _____

Trip Information

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

Total Mileage _____

Total mileage at Fleet Rate [7] _____

Total mileage at Standard Rate [7] _____

Total Fuel Charges 0.00

Fleet Rate 0.63 — Mileage x Crrnt Fleet Rate: 0.00

Standard Rate 0.67 — Mileage x Crrnt Standard Rate: 0.00

Total Reimbursement [8] 0.0

[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.