Geology & Geophysics Personal Vehicle Mileage Log

Owner/Operator _____

EmplID / uNID _____

Has this person completed the University's defensive driving course? Yes or No: Yes No

(Required unless the drivers is driving alone, only with family, and in their personal vehicle. See: http://web.utah.edu/risk_management/vehicle/auto_insurance_provisions/driver_training/driver_training.htm)

Type of Reimbursement [1] (Mileage or Fuel Cost): Mileage Fuel Cost

Supervisor/Instructor _____

U of U Account / Chartfield to be billed (ask Instructor): _____

Trip Information

Date	Origin [3]	Destination [53]	Odometer [2] Ending	Odometer [2] Beginning	Miles Traveled	Purpose/or Description	Fuel Purchases [4]

Total Mileage _____

Total mileage at Fleet Rate [5] 0.0000

Total mileage at Standard Rate [5] 0.0000

Total Fuel Charges _____

CURRENT FLEET RATE $ 0.36 x 0.0000 = $ 0.00

CURRENT STANDARD RATE $ 0.65 x 0.0000 = $ 0.00

Total Reimbursement [6] $ 0.00

1 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.

2 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.

3 Include street address and city (state if outside of Utah)

4 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.

5 Mark each line above as either "F" for fleet rate mileage or "S" for standard rate mileage when claiming mileage reimbursement. The fleet rate prevails in situations where a fleet vehicle is recommended and available, but a private vehicle is used instead. See: "http://fbs.admin.utah.edu/index.php/travel/travel-allowable/#2" for an explanation of 'fleet' and 'standard' rates.

6 Total fuel charges cannot exceed mileage reimbursement. Mileage reimbursement rate can be found at https://www.irs.gov/tax-professionals/standard-mileage-rates.The fleet rate will be used to determine the maximum reimbursement if mileage rate cannot be determined.