

Personal Vehicle Mileage Log

Owner/Operator ¹ _____

EmplID / uNID _____

Start Date ³Type of Reimbursement² (Circle One)

MILEAGE
FUEL COST

Trip Information

[illegible]

Total Mileage

Total mileage at Fleet Rate ⁷**Total mileage at Standard Rate ⁷****Total Fuel Charges**

Mileage x Crrent

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](http://web.utah.edu/risk%20management/vehicle/auto%20insurance%20provisions/driver%20training/driver%20training.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. Mark each line above as either "F" for fleet rate mileage or "S" for standard rate mileage 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.

^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.