MONTHLY VEHICLE MILEAGE LOG (MVML shared or pool vehicle)

Use this form to report all business and personal usage of County vehicle mileage in compliance with Board Policy D-2, D-10. Personal use is a fringe benefit and is taxable per IRS.

Vehicle Number (Please write legibly): ________________________________

Vehicle Description: ____

Department Name: ____

Important: Only employees with written authorization from the County Executive Office can take-home approved vehicles and must indicate travel to and from home or residence under personal mileage[4]

	Travel Records							Mileage Reading			Mileage	
No. of Trips[1]	Date	Last 3 digits of EE ID	First letter of Name	Print Full last name	Starting Point[2]	Destination(s)[3]	Purpose of trips (be specific)	Start	End	After Hrs. emergency	Personal	Business
									Total Miles			

Employee Signature: ____________________________________ Date:________________________

All vehicle use is for County business purposes only. The staging and/or personal use of a County vehicle is prohibited by County policy. **Page_____of_______**

[1]Indicate the number of trips made during the day. [2]If starting point is home or residence, indicate "home", if not coming from home, indicate the office or building including street and city.

[3]In cases of multiple trips, use the next row. [4]Authorized take-home vehicles should specify purpose of trip to or from home or residence as "commute" and must indicate the number of miles under personal mileage.

Staging - switching from a personal car to a county vehicle (except HR Rideshare Program) for purposes of commute is prohibited by County policy.