



Employer-Provided Vehicles

Weekly Mileage Log for Business (B) and personal (P) Usage

Sunday: _____					Monday: _____							
Explanations	Odometer Readings			(B) (P)				Odometer Readings			(B) (P)	
	(1) Start	(2) Stop	(2)-(1)					(1) Start	(2) Stop	(2)-(1)		
Home to Work												
Work to Home												
			<i>Total Miles</i>					<i>Total Miles</i>				
Total Business Miles (B)					Total Business Miles (B)							
Total Personal Miles (P)					Total Personal Miles (P)							
Tuesday: _____					Wednesday: _____							
Explanations	Odometer Readings			(B) (P)				Odometer Readings			(B) (P)	
	(1) Start	(2) Stop	(2)-(1)					(1) Start	(2) Stop	(2)-(1)		
Home to Work												
Work to Home												
			<i>Total Miles</i>					<i>Total Miles</i>				
Total Business Miles (B)					Total Business Miles (B)							
Total Personal Miles (P)					Total Personal Miles (P)							
Thursday: _____					Friday: _____							
Explanations	Odometer Readings			(B) (P)				Odometer Readings			(B) (P)	
	(1) Start	(2) Stop	(2)-(1)					(1) Start	(2) Stop	(2)-(1)		
Home to Work												
Work to Home												
			<i>Total Miles</i>					<i>Total Miles</i>				
Total Business Miles (B)					Total Business Miles (B)							
Total Personal Miles (P)					Total Personal Miles (P)							
Saturday: _____					Department Name: _____							
					Employee Name: _____							
					Employee SSN: _____							
					Vehicle Information							
Home to Work					Make: _____							
					Model: _____							
					Year: _____							
					Employee Certification							
Work to Home					I hereby certify that the mileage information provided herein is true and accurate to the best of my knowledge and reflects an actual record of my use of the above listed vehicle.							
			<i>Total Miles</i>					X _____				
Total Business Miles (B)								EMPLOYEE SIGNATURE				
Total Personal Miles (P)								Summary Totals For The Week				
For Official Use Only					Total Miles _____							
					Total Business Miles (B) _____							
					Total Personal Miles (P) _____							