MONTHLY VEHICLE MILEAGE LOG (MVML Single User 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 ID No. _______________

Employee Name (Please print) ____ EE ID# __________________

Dep't. Name, Street and City Address____

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

No. of	Travel Records				Mileage Reading			Mileage	
Trips[1]	Date	Starting Point[2]	Destinations =Office, Street & City or home[3]	Purpose of trips (be specific)	Start	End	After hours 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 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 destinations, use the next row. [4]Authorized take-home vehicles should specify purpose of trip to or from home as "commute" and must indicate the no. of miles under personal mileage.

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