

# Automobile Use Mileage Log (Documentation for Business Miles)

Employee Name (PRINT): \_\_\_\_\_

Title: \_\_\_\_\_

Dept. \_\_\_\_\_ Ext. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Check appropriate box for this submission:**

1<sup>st</sup> Quarter Dec–Feb (due to payroll by 3/5)     
  3<sup>rd</sup> Quarter Jun – Aug (due to payroll 9/5)  
 2<sup>nd</sup> Quarter Mar–May (due to payroll by 6/5)     
  4<sup>th</sup> Quarter Sep – Nov (due to payroll 12/5)

OR

I elect to treat the entire benefit as taxable compensation. (If this box is selected, you must submit this form to Payroll by Dec 1 annually. Tax due on this benefit will be deducted bi-weekly from your paycheck over the course of the year.)

Date	Starting Odometer	Ending Odometer	Business Miles	Destination	Business Purpose
<i>EXAMPLE 1</i> 8/19/09	28	38	10	<i>Plantation</i>	<i>Golf with Joe Smith, CEO of Joe's Sports, to discuss expectations for \$100,000 donation for E. Jr. High project.</i>
<i>EXAMPLE 2</i> 8/20/09	55	57	2	<i>Arid Club</i>	<i>Dinner with potential donor, John Smith, alum and owner of John's Real Estate Co., to discuss potential stadium naming rights.</i>
<i>EXAMPLE 3</i> 8/21/09	61	64	3	<i>XYZ Restaurant</i>	<i>Interview lunch with Jane Jones, candidate for women's basketball assistant position.</i>

