MONTHLY USAGE REPORT

TEXAS TECH - PROVIDED VEHICLE

Employee Name ___________________________________________ Employee ID __________________________

________________________________________

Vehicle Description (year, make, and model)

Date Vehicle Received ___________________________ Fair Market Value on Date Vehicle Received

Date Vehicle Surrendered, if vehicle is no longer in use

MILEAGE FOR ACCOUNTING PERIOD THROUGH.

Beginning odometer reading this accounting period Ending odometer reading this accounting period

Miles Driven (End. odometer minus begin. odometer)

Total miles driven for BUSINESS purposes Total miles driven for NON-BUSINESS purposes. (This includes commuting to and from the workplace)

Total BUSINESS plus NON-BUSINESS miles (should equal Miles Driven)

I hereby certify I have evidence to support the claimed miles driven for business purposes.

Is such evidence written? _____ Yes _____ No

Employee Signature ___________________________ Date ___________________________

THIS REPORT MUST BE FILED WITH PAYROLL SERVICES BY THE 15TH OF THE FOLLOWING MONTH FOR THE PRECEDING MONTHLY ACCOUNTING PERIOD

SUBMIT A SEPARATE REPORT FOR EACH VEHICLE USED

PROVIDE ANY DATES DURING THE MONTH YOU WERE WITHOUT THIS VEHICLE. ___________________________