TIPS FOR REPORTING COMPLIANCE

HEADING
• Record name of Vehicle Custodian (Vehicle Custodian is defined as the department head or VP)
• Record Vehicle Make, Type, and Year
• Record the pertaining Report Month/Year
• Record License Number of the vehicle

ODOMETER READINGS
• Record the Previous Month's Odometer ending
• Record the Date and each Trip/Daily Ending Odometer reading on the corresponding line
• Do not report odometer readings with the tenths
• Record Month End Odometer
• If multiple pages are utilized, record “Continued” and list ending odometer and total trips and passengers on last page

PURPOSE, DESTINATION, DRIVER LAST NAME AND NUMBER OF PASSENGERS
• Record a brief description of Purpose for use
• Record a description of Destination
• Record the Driver’s Last Name
• Record the Number of Passengers per trip (this does not include the driver)

COUNT OF TRIPS
• Record a Count of Trips (a trip is defined as a “round trip” noted by a single entry and ending at the point of departure)

TOTAL PASSENGERS/MONTH
• Record the Total the number of Passengers for the Month (this does not include the driver)

FUEL/FLUID TYPES
• Record the Fuel Type and Price Per Gallon on the corresponding date line
• Record the Total Fuel Quantity (total gallons, including tenths, of fuel purchased)
• Record the Total Fuel Cost (total the cost of the fuel transaction, not the price per gallon)

MAINTENANCE AND OTHER EXPENSES
• Record the Date, Invoice number, Task ID (task Ids are located on the back cover of the VUR book)
• Record the Parts Costs, Labor Costs, and Total Costs of repairs
• Include copies of all garage repair orders for the corresponding month; please staple them to the back of the report

SIGNATURE OF CUSTODIAN
• The vehicle custodian should check the report for accuracy and sign the report

SUBMISSIONS DUE
• Vehicle use reports are due by the 5th day of the following report month
• Submit the original report and all pertaining receipts to Vehicle Fleet Management, MS 3142
• Retain a copy of the vehicle use report for your records