TIPS FOR REPORTING COMPLIANCE

HEADING
• Record name of Vehicle Custodian (*Vehicle Custodian is defined as the department head*).
• Record Vehicle Make, Type and Year of vehicle.
• Record the pertaining Report Month/Year.
• Record the 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 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 cost of the fuel transaction, not the price per gallon*).
• Staple all Voyager fuel receipts to the back of the report.

MAINTENANCE AND OTHER EXPENSES
• Record the Date and Invoice number.
• Record the Parts Costs, Labor Costs and Total Costs of the repairs.
• Include copies of all Voyager receipts and 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 Transportation & Parking Services/Vehicle Fleet Management, MS 3161 or by email. Retain a copy of the vehicle use report for your records.