

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