

La Sierra University Vehicle Mileage Log Instructions:

This form is intended to be a complete log of vehicle usage. The log is to be used for a single employee and must be reviewed by the department head. The following information is to be entered on the form.

- A. The employee name, employee ID #, name of the department, and vehicle license are recorded to identify the mileage being reported.
- B. For each trip the following information is required
 - 1. The date and time of departure are entered for each trip.
 - 2. Enter the destination.
 - 3. Check the box for Business or Personal and fill in the purpose of the trip.
 - 4. The starting and ending odometer reading are entered at the beginning and end of each trip.
 - 5. Enter any additional expenses (gas, parking, toll fees, etc.) along with the expense amounts.
- C. Upon completing each log sheet, review it for accuracy and note any discrepancies
- D. After the mileage log has been reviewed, it should be returned to the employee supervisor.
- E. Return all completed and signed mileage logs to the Human Resources Department.

