

NAME:
MONTH:
VEHICLE:

Banner ID#
Department:
Fund#
Account#

Date	Point of Origin	Destination	Business Purpose (be specific)	Number of Miles Driven
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Total Business Miles (Sum Number of Miles Driven):

Calculation of Personal Miles Driven:

Ending Odometer Reading (Record NOW as next month's Beginning Odometer Reading!):	-	98585
Beginning Odometer Reading (Pull from Prior Month's log):	-	88232
Total Miles Driven During Month (Ending minus Beginning Odometer Reading):	=	10353
Less: Business Miles (calculated above)	-	