



Monthly Vehicle Usage Report

PART A:

Month: _____ Year: _____ Name: _____

VEHICLE:

Make: _____ Model: _____ Year: _____

License Plate #: _____ Year Assigned: _____

PART B:

Odometer Reading Beginning: _____ Odometer Reading End: _____

Total Miles Driven (Business): _____ Total Miles Driven (Personal): _____

Total Miles Driven in this Month: _____ Percentage of Personal Use: _____

To the best of my knowledge, I hereby certify that the information stated in the Monthly Vehicle Usage Report is true and correct.

Signature: _____ Print Name: _____ Date: _____

Payroll Administration Use Only:

Annual Lease Valuation: _____ Monthly Lease Valuation: _____ Prorated Lease Valuation: _____

Comments:

Payroll Initials & Date: _____