

MONTHLY USAGE REPORT
TEXAS TECH - PROVIDED VEHICLE

Employee Name

Employee ID

Vehicle Description (year, make, and model)

Date Vehicle Received

Fair Market Value on
Date Vehicle Received

Date Vehicle Surrendered, if vehicle
is no longer in use

MILEAGE FOR ACCOUNTING PERIOD _____ THROUGH _____.

Beginning odometer reading
this accounting period

Ending odometer reading
this accounting period

Miles Driven (End. odometer
minus begin. odometer)

Total miles driven for
BUSINESS purposes

Total miles driven for
NON-BUSINESS purposes.
(This includes commuting
to and from the workplace)

Total BUSINESS plus NON-
BUSINESS miles (should equal
Miles Driven)

**I hereby certify I have evidence to support
the claimed miles driven for business purposes.**

Is such evidence written? ☐ Yes ☐ No

Employee Signature

Date

**THIS REPORT MUST BE FILED WITH PAYROLL SERVICES BY THE 15TH OF THE
FOLLOWING MONTH FOR THE PRECEDING MONTHLY ACCOUNTING PERIOD**

SUBMIT A SEPARATE REPORT FOR EACH VEHICLE USED

**PROVIDE ANY DATES DURING THE MONTH YOU WERE WITHOUT THIS
VEHICLE.** _____

Attachment B
OP 80.06
3/7/14