

Date: _____ (mm/yyyy)

LICENSE No. _____

BAYLOR UNIVERSITY PERSONAL MILEAGE REPORT

NAME _____ BAYLOR ID# _____

CAR YEAR _____ MAKE _____

Different Vehicle from last month: ** yes no

***Date new vehicle assigned _____

***** Please use separate form for each car driven. *****

Odometer reading on first day of month _____
(Should be same as last day of previous month if same vehicle.)

Odometer reading on last day of month _____

DIFFERENCE = _____

Business Miles Driven _____

Personal Miles Driven (Including commuting) _____

TOTAL = _____

*****Your difference and your total should equal*****

Signature

Date

The mileage forms are due by the 10th of the month. If not received, mileage will be assumed **100% personal** and taxed accordingly.