



College		Department		Employee I.D.	
Report Date	Unavailable Days	Total Distance	University Distance	Personal Distance	Month-end Odometer

1. "Report Date" is the month-end date or the date the vehicle is no longer used by the employee.
2. For each day, record the business points of call or destinations or area traveled.
3. Personal kilometers driven under the *Take Home Privilege Option* are to be included in the Personal Distance column. You will be charged for them based on personal vehicle use rates, found at the following web page:  
[http://www.usask.ca/fsd/resources/guidelines/procedures/use\\_of\\_employer\\_vehicle.php](http://www.usask.ca/fsd/resources/guidelines/procedures/use_of_employer_vehicle.php)
4. For employees with personal mileage, this form must be submitted to Payroll by the 10<sup>th</sup> working day.

Date	Odometer		Total Distance	University Distance	Personal Distance	Business Points of Call/Destinations	A/M*
	Start	End					
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Month-end Totals =>						<= Transfer totals to top line if second sheet required	

Operator's Name (print) _____ I hereby certify the distances reported are correct and that all personal use has been reported.	Approved: _____
Operator's Signature _____	Supervisor's Signature _____

\* Place an 'A' in column if vehicle is an automobile or an 'M' if it is not (refer to section 2.1 of Fact Sheet-Taxable Benefit)