

## TIPS FOR REPORTING COMPLIANCE

### HEADING

- Record name of Vehicle Custodian (*Vehicle Custodian is defined as the department head*).
- Record Vehicle Make, Type and Year of vehicle.
- Record the pertaining Report Month/Year.
- Record the License Number of the vehicle.

### ODOMETER READINGS

- Record the Previous Month's Odometer ending.
- Record the Date and each Trip/Daily Ending Odometer reading on the corresponding line.
- Do not report odometer readings with the tenths.
- Record Month End Odometer.
- If multiple pages are utilized, record "Continued" and list ending odometer and total trips and passengers on last page.

### PURPOSE, DESTINATION, DRIVER LAST NAME AND NUMBER OF PASSENGERS

- Record a brief description of Purpose for use.
- Record a description of Destination.
- Record the Driver's Last Name.
- Record the number of Passengers per trip (*This does not include the driver*).

### COUNT OF TRIPS

- Record a Count of Trips (*A trip is defined as a "round trip" noted by a single entry and ending at the point of departure*).

### TOTAL PASSENGERS/MONTH

- Record the Total Number of Passengers for the Month (*this does not include the driver*).

### FUEL/FLUID TYPES

- Record the Fuel Type and Price per Gallon on the corresponding date line.
- Record the Total Fuel Quantity (*total gallons including tenths of fuel purchased*).
- Record the Total Fuel Cost (*total cost of the fuel transaction, not the price per gallon*).
- Staple all Voyager fuel receipts to the back of the report.

### MAINTENANCE AND OTHER EXPENSES

- Record the Date and Invoice number.
- Record the Parts Costs, Labor Costs and Total Costs of the repairs.
- Include copies of all Voyager receipts and repair orders for the corresponding month; please staple them to the back of the report.

### SIGNATURE OF CUSTODIAN

- The vehicle custodian should check the report for accuracy and sign the report.

### SUBMISSIONS DUE

- Vehicle use reports are due by the 5<sup>th</sup> day of the following report month.
- Submit the original report and all pertaining receipts to Transportation & Parking Services/Vehicle Fleet Management, MS 3161 or by email. Retain a copy of the vehicle use report for your records.