City of Gulf Breeze
Employer Provided Vehicle
Personal Usage Report

Name:_____ Vehicle #_____ Month, Year:_____

Personal Use Mileage Beginning mileage for the month _____ Location	Total Miles	OR DATE	Number of Commutes: One way = 1 Round trip = 2 Business out of town travel = 0
		1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	
		13	
		14	
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		17	
		18	
		19	
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		21	
		22	
		23	
		24	
		25	
		26	
		27	
		28	
		29	
		30	
		31	

Ending Mileage _____
Total Mileage _____
I.R.S. Approved Rate $_____
Value of Use $_____

Total (one-way) Trips _____
I.RS. approved commuting rate $_____
Value of use $_____

_____ _____ _____ _____
Employee Signature **Date** **Dept. Head Approved** **Date**

City vehicles are not allowed for personal purposes, other than for required commuting or de minimis personal use (such as a stop for personal errand on the way between a business usage and the employee's home). Personal use of a vehicle is all use that is not City business.

This Form is to be submitted to the Finance Department on the 10th of the month after the month covered by this form.