FI 40B FY21 AR
Revised: 01/2021
Division of Finance

Clear Form

*Employee Name

*Employee Number

Title

Payroll Period (MM/DD/YYYY)

*Home Dept. Code

Unit

Distribution Code

PRIVATE VEHICLE USAGE REPORT FOR REIMBURSEMENT AT .56 PER MILE

Date MM/DD/YYYY	From	To	Beginning Mileage	Ending Mileage	Miles Driven	Fund	Dept	Unit	Approp	Act	Function	Program	Phase	Business Purpose of Miles Driven	*
			0	0	0										
			0	0	0										
			0	0	0										
			0	0	0										
			0	0	0										
			0	0	0										
			0	0	0										
			0	0	0										
			0	0	0										
			0	0	0										
			0	0	0										
			0	0	0										
			0	0	0										
			0	0	0										

Total Miles 0 **X .56 =** $0.00
Total Amount

I hereby certify that this mileage was incurred on official State business and that the amounts are correct and proper.

☐ Wage Type 1195 or Object Code 6004 for Non-taxable Mileage

☐ Wage Type 1122 or Object Code 5120 for Taxable Mileage

* Reason(s) for reimbursing at 56 cents per mile:
1 - Agency vehicle (L/T lease from fleet) not reasonably available
2 - Daily Pool Fleet vehicle not reasonably available
3 - Other - Attach documentation

Signature of Traveler | Date | Department Name | Division

Reviewed and Approved - Dept. Head/Immediate Supervisor Signature | Payroll Clerk - Initial and Date