



REPRESENTATION REGARDING USE OF COMPANY VEHICLE

DESCRIPTION OF VEHICLE: _____

MAKE

MODEL

YEAR

REPORTING PERIOD: FROM _____ TO _____

MONTH/YEAR

MONTH/YEAR

ENDING _____ Less BEGINNING _____ = TOTAL DRIVEN: _____

Ending Mileage

Starting Mileage

REPRESENTATION

1. Was the vehicle available for your personal use during off duty hours? ☐ YES ☐ NO
2. Did you have another vehicle available for your personal? ☐ YES ☐ NO
(This includes a car you own personally)
3. Are you an officer or 1% owner of the business? ☐ YES ☐ NO
4. For the reporting period specified above, please provide number of miles for each of the following categories:
 - a. TOTAL PERSONAL MILES: _____
 - b. TOTAL BUSINESS MILES: _____
 - c. TOTAL MILES: _____
5. Did the employer pay the cost of fuel consumed by this vehicle? ☐ YES ☐ NO

SIGNATURE

DATE