Yale University

2815 FR.05 - Mileage Record Form*

Name: _____

Department: _____

Destination					Business Purpose *	Total Miles
Date	From		To			
					Total Miles	**0**

*** If using Yale owned vehicle, use this form for indicating and logging personal use (required for Federal and State reporting purposes).**

*** To be used in conjunction with Procedure 1110 PR.1 Substantiating Personal Use of a University Vehicle**

Yale motor vehicle number	
Year, make and model number	
Odometer reading **11/1/**_____	
Odometer reading **10/31/**_____	

Signature of Driver: _____ Date _____

Signature of Approver: _____ Date _____