UT Tyler / UT HSC / Univ. Academies Mileage Report

| VEHICLE MONTHLY USAGE REPORT | REPORTING MONTH | VEHICLE NUMBER/LICENCE PLATE # |
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| DATE | LAST MONTH ODOMETER / TRIP ENDING ODOMETER | TRIP PURPOSE / DESTINATION | NUMBER OF PASSENGERS OTHER THAN DRIVER | DRIVER'S LAST NAME | FUEL | |
|---|---|---|---|---|---|---|
| | | | | | GALLONS | COST |
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| END OF MONTH | | | | TOTAL GALLONS / COST | | |

VEHICLE CUSTODIAN OR SUPERVISOR SIGNATURE/DATE

**INCIDENTAL COST**

| DATE | MOTOR OIL | TRANS FLUID | BRAKE FLUID | WASHER FLUID | | | QTY | NUMBER OF QTs, OR GALs | TOTAL COST | REMARKS |
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**NOTE:**

ODOMETER; Needs to show whole miles only, no tenths Example 32897 not 32897.3

TRIP PURPOSE / DESTINATION: IF MAKING MULTIPLE STOPS LIST THIS AS "HOUSE CALLS"

NUBER OF PASSENGER; Only list the number of passengers NOT THE DRIVER

FUEL: List the gallon by whole gallon and tenth. Example 10.7 Do not round up.

SHEET HAS TO BE TURN IN AT THE END OF EACH MONTH OR THE END OF TRIP