STATEMENT OF PERSONAL USE OF COUNTY OWNED VEHICLE

EMPLOYEE IDENTIFICATION

Name:	Emp No:
SS No:	
***********	***************************************
VEHICLE IDENTIFICATION	
Make	Model:
Vin No:	Year:
Date vehicle was made available:	
********	ore than one vehicle this year, please complete separate forms on each.
MILEAGE INFORMATION	
Odometer reading as of first day o	f this year's use:
Total miles driven:	Total personal miles driven:
Was the vehicle used for commutitive work site?	ng? What is the distance, one way, from your home to your
Was the vehicle available for use i	n off duty hours?
vehicle(The ac	sufficient written evidence to support the business use claimed for the countant suggests that you attach a copy to this form).
I verify that the information given	above is a true and accurate statement to the best of my knowledge and

I verify that the information given above is a true and accurate statement to the best of my knowledge and I submit this information to my employer to be used for calculation of the value of personal use of an employer furnished vehicle for the purposes of reporting said value to the Internal Revenue Service and the Social Security Administration.

Employee's Signature

Date

DEPARTMENT HEAD OR ELECTED OFFICIAL'S STATEMENT

I confirm that this information is true to the best of my knowledge and further state that I have no knowledge of any additional information that should be reported to Washington County for use in computing the valuation of the personal use of this county owned vehicle.

Official's Signature

Statement C

Date

WASHINGTON COUNTY

Personal Vehicle Mileage Record

EMPLOYEE NUMBER/NAME

DATE:

LINE ITEM NUMBER:

DEPARTMENT NUMBER/NAME

Date	Purpose	(-)					Total
Date	Purpose		F	-	Chart .	E	
		of Travel	From	То	Start	End	Miles
Total Miles							
Current Rate							
				То	tal Miles X (Current Rate	

I certify the above report is correct and that I have read and adhere to the County's Travel Policy. I further understand that providing false information on this form is a felony (A.C.A. § 5-54-121).

Employee Signature

Elected Official/Department Head Approval