

**VEHICLE DAILY USE REPORT**  
 For University Leased Vehicles Only

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Month Ending \_\_\_/\_\_\_/\_\_\_

Reg. & Veh. No. \_\_\_\_\_

Vehicle Make \_\_\_\_\_

Assignee Name \_\_\_\_\_

Department \_\_\_\_\_

Place of Garaging \_\_\_\_\_

Date of Trip	Destination	Bus. / Per.	Beginning Odometer	Ending Odometer	Total Mileage	Beginning Time	Ending Time	Name of Operator	Signature

The above represents the total use of this vehicle for the Month of \_\_\_\_\_, 19\_\_\_\_. I certify that the vehicle was used for official University business unless otherwise indicated and was operated in accordance with University Policy for use of motor vehicles. The assignee or operator of this vehicle is responsible for any traffic or parking violations and associated fines while using this vehicle.

Signature \_\_\_\_\_

Date \_\_\_\_\_