***Note**: Some features may not work when completing the form in the browser. Please download forms to a PDF before entering information. All forms are downloadable PDFs.*

FI 40A FY21 AR
Revised:04/2021
Division of Finance

Clear Form

*Employee Name

*Employee Number

Title

Payroll Period (MM/DD/YYYY)

*Home Dept. Code

Unit

Distribution Code

PRIVATE VEHICLE USAGE REPORT FOR REIMBURSEMENT AT .38 PER MILE

Date MM/DD/YYYY	From	To	Beginning Mileage	Ending Mileage	Miles Driven	Fund	Dept	Unit	Approp	Act	Function	Program	Phase	Business Purpose of Miles Driven
			0	0	0									
			0	0	0									
			0	0	0									
			0	0	0									
			0	0	0									
			0	0	0									
			0	0	0									
			0	0	0									
			0	0	0									
			0	0	0									
			0	0	0									
			0	0	0									
			0	0	0									
			0	0	0									

Total Miles 0 **X .38 =** $0.00

Total Amount

I hereby certify that this mileage was incurred on official State business and that the amounts are correct and proper.

☐ Wage Type 1183 or Object Code 6002 for Non-taxable Mileage

☐ Wage Type 1122 or Object Code 5120 for Taxable Mileage

Signature of Traveler

Date

Department Name

Division

Reviewed and Approved - Dept. Head/Immediate Supervisor Signature

Payroll Clerk - Initial and Date