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 FY24 AR
Revised: 07/2023
Division of Finance

Return approved form to ERICpayroll@utah.gov

For questions: **(801) 957-7770**

*Employee Name

*Employee Number

Title

Payroll Period (MM/DD/YYYY)

*Home Dept. Code

Unit

Distribution Code

Clear Form

PRIVATE VEHICLE USAGE REPORT FOR REIMBURSEMENT AT .44 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									
				Total Miles	0	X .44 =		$0.00						

Total Amount

Consider using form FI-40B if an agency vehicle (L/T lease from Fleet) was not reasonably available or a Daily Pool Fleet vehicle was not reasonably available.

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 [FIACCT 10-02.6 B.1]

☐ Wage Type 1122 or Object Code 5120 for Taxable Mileage [FIACCT 10-02.6 B.1]

Signature of Traveler

Date

Department Name

Division

Reviewed and Approved - Dept. Head/Immediate Supervisor Signature

Approver Name

Approver Title

Payroll Clerk - Initial and Date