FI 40B FY23 AR
Revised: 07/2022
Division of Finance

Return approved form
to payroll@utah.gov

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 .62 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 .62 =** $0.00

Total Amount

* Reason(s) for reimbursing at 62 cents per mile:
1 - Agency vehicle (L/T lease from fleet) not reasonably available
2 - Daily Pool Fleet vehicle not reasonably available
3 - Other - Attach documentation

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

☐ Wage Type 1195 or Object Code 6004 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