FI 40B FY24 AR Revised: 07/2023 Division of Finance

Return approved form to ERICpayroll@utah.gov

Questions: (801) 957-7770



*Employee Name

*Employee Number

Title

Payroll Period (MM/DD/YYYY)

*Home Dept. Code

Unit

Distribution Code

PRIVATE VEHICLE USAGE REPORT FOR REIMBURSEMENT AT .62 PER MILE															
Date MM/DD/YYYY	From	То	Beginning Mileage	Ending Mileage	Miles Driven	Fund	Dept	Unit	Approp	Act	Function	Program	Phase	Business Purpose of Miles Driven	*
11		.,	Total Miles		X .6	* 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								ble	

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

Total Amount

3 - Other - Attach documentation

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