

VEHICLE USE RECORD



NOTE: Vehicle logs must be maintained **MONTHLY** for audit purposes. It is important that all the required information be included on the log and that it be reviewed and signed by an appropriate individual within the department. Incomplete and inappropriate entries will result in <u>audit criticism</u>.

<u>PERSONAL USE IS NOT ALLOWED</u> – Personal use of university-owned, leased, or rental vehicles is not allowed and is not covered by the Division of Risk Management insurance policy. This includes driving the vehicle to/from home or conducting any personal business while using the vehicle. Employees my only take a vehicle home as a leg of an official business trip if it would be equal or less mileage to do so.

Driver's signature	is certification of
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1. Accuracy of Information 2. Possess of Valid Driver's License

3. You are a UF Employee OR Approved Volunteer 4. Using for only official University business (the scope and duties of your employment)

VEHICLE NUMBER	MONTH/YEAR	MAKE/MODEL/YEAR	VEHICLE TAG #
			

	New line requi	red if date, location or pur	pose changes						
Date	Starting Location	Destination	Purpose (This must benefit the chartfield)	Odometer Start	Odometer End	Tolls Y/N	Chartfield to Charge (Confirm funds are available via PowerBI)	Driver Print Name	Driver Signature