

CITY OF FLAGSTAFF MONTHLY VEHICLE LOG

Employee Name (Print):

Department/Division

Please enter the vehicle number in the space corresponding to the day of the month. The vehicle is not allowed for personal purposes other than for commuting or *de minimis* personal use (such as a stop for a personal errand on the way between a business commute and the employee's home). Enter the total number of days the vehicle was used for commuting and *de minimis* personal use.

Month/Year:					
Day	Vehicle #	Reason	Day	Vehicle #	Reason
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16			Total Number of Days:		0

ACKNOWLEDGEMENT

I understand if I use the City owned vehicle to commute to and from work, I am responsible for any applicable payroll taxes. I also understand the City vehicle is not to be used for personal purposes other than commuting or *de minimis* personal use.

Employee Signature

2/28/2017

Date

RETURN TO PAYROLL