



2011 Vehicle Usage

Please complete a form for each vehicle used for business.

1. Name: _____
2. Auto make, model and year: _____
3. Date vehicle acquired or leased: _____
4. Business miles _____
5. Commuting miles _____
6. Other personal miles _____
7. TOTAL MILES _____
8. Ending odometer _____
9. Begin odometer _____
10. TOTAL MILES _____

Note: If you have not already done so, send us a copy of purchase invoice or lease contract for any vehicle(s) purchased or leased during the past year.

12. Do you have evidence to support the business miles indicated above? Yes No
13. Is the evidence in writing? Yes No
14. Was the vehicle used primarily by a more than 5% owner or related person? Yes No
15. Was the vehicle available for personal use during off-duty hours? Yes No
16. Is another vehicle available for use? Yes No

Signature

Title

Date