

ADMINISTRATIVE PRACTICE LETTER

SUBJECT: WITHHOLDING AND REPORTING FOR PERSONAL USE OF EMPLOYER PROVIDED VEHICLES

Attachment I

UNIVERSITY OF MAINE SYSTEM
EMPLOYEE FORM FOR REPORTING
MILEAGE FOR EMPLOYER PROVIDED VEHICLE

ANNUAL LEASE VALUATION RULE

Reporting Period: November 1, 200_ – October 31, 200_

Return to the System Payroll Department, 16 Central Street,
Bangor, Maine 04401 by December 1.

Employee Name: _____ Employee ID #: _____

Vehicle: _____

A. Total Miles Driven From November 1, 200_
To October 1, 200_ _____

B. Total Miles Driven for Personal Use _____

C. Personal Miles as a % of Total Miles (B/A) _____

D. Number of Miles in B. for which the
University Provided the Fuel _____

The above information represents an accurate reflection of business and personal use for the year based on adequate record keeping methods.

(Employee Signature)