

University of Nebraska
Fleet Management - Monthly Mileage Log
Emergency Roadside Assistance-Wheels (800) 323-6644

Month / Year

	Unit #			Department			
	License #			Driver Name(s)			
	Date	Odometer Reading		Times		Destination / Use	Driver Initials
	mm/dd/yy	Start	End	Start	End		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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21							
22							
23							
24							
25							

- Please note vehicle discrepancies and/or make comments on back.
- **Mileage must be reported by the 7th of the following month**, or the department will be charged a \$10.00 fee.
- Enter the ending mileage from the last day of the month and the number of days used (not the number of trips).



Monthly Mileage Entry
<https://scsapps.unl.edu/MileageEntry/DeptVehicle.aspx>
This log must be kept on file in the department for two years.