

**The University of North Carolina at Chapel Hill**  
**Statement from Employee Regarding Use of Employer-Provided Vehicle**  
**Reporting Period from November 1, 2020 to October 31, 2021**

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**A. General Information**

Reporting Foundation: \_\_\_\_\_

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Description of vehicle (model, make, etc.)

**B. Usage Information**

- (1) Was the vehicle available for your personal use including commuting to and from work? \_\_\_\_\_ Yes \_\_\_\_\_ No
- (2) Did you have another vehicle available for your personal use (this includes a car you own personally)? \_\_\_\_\_ Yes \_\_\_\_\_ No
- (3) Did the employer pay the cost of fuel consumed by this vehicle? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the response to (3) is YES, select one of the following two methods to value fuel costs:

\_\_\_\_\_ 5.5 cents per mile for personal miles      \_\_\_\_\_ Actual cost of fuel for personal miles

(4) Dates of use \_\_\_\_\_ (if for less than full reporting period)

**C. Mileage Reporting**

Ending odometer reading for this reporting period: \_\_\_\_\_

Minus: Beginning odometer reading for this reporting period: \_\_\_\_\_

**Total Miles Driven** \_\_\_\_\_

Minus: Miles driven for BUSINESS purposes: \_\_\_\_\_

*(May not include commuting to and from work station)*

**Total NON-BUSINESS Miles** \_\_\_\_\_

**I hereby certify that I have written evidence to support the claimed miles driven for business purposes.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
PID#

\_\_\_\_\_  
Date

**Please return the completed signed form to Stephanie May, Payroll Tax Accountant, by Wednesday, November 3, 2021 by email at [stephmay@email.unc.edu](mailto:stephmay@email.unc.edu).**

