

The University of North Carolina at Chapel Hill
Statement from Employee Regarding Use of Employer-Provided Vehicle
Reporting Period from November 1, 2021 to October 31, 2022

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 2, 2022 by email at stephmay@email.unc.edu.

