

Central Washington University
Monthly Mileage Log Procedures for Assigned Vehicles

CWU departments that operate an assigned vehicle leased from the Motor Pool shall maintain a record of daily usage of the vehicle. Employees authorized to operate University vehicles shall complete, on a daily basis, a Monthly Mileage Log form. The Monthly Mileage Log form is available on line through the Motor Pool and the Accounting Office websites. At the end of each month, the responsible PBA, supervisor, or department head will review the travel log and provide signature approval of the vehicle's usage. The appropriate PBA, supervisor, or department head shall review the form to ensure that the vehicle was used strictly for official University business.

Once the form is completed, reviewed, and signed, departments should maintain the original copy of the Monthly Mileage Log form and send a copy to Motor Pool by the tenth day of the following month. The department and Motor Pool will retain the completed Monthly Mileage Log forms for three years, and will make them available for audit and review purposes.