

CWU Travel Procedure 250 Mileage Log

(1) 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, daily, a monthly mileage log form. A sample Mileage Log is available on Travel website, under the section Mileage and Vehicle Rentals.

At the end of each month, the responsible principal budget administrator, supervisor, or department head will review the travel log and provide signature approval of the vehicle's usage. The appropriate principal budget administrator, 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.

(2) Monthly Mileage Log Procedures for Mileage Reimbursement

Certain programs, such as College in the High Schools and some programs within the Teaching Academies will also need to track their mileage monthly and/or quarterly. Employees authorized to operate university vehicles shall complete, daily, a monthly mileage log form. A sample Mileage Log is available on Travel website, under the section Mileage and Vehicle Rentals. The Mileage Log will need to be included on any mileage reimbursement requests.