University of Nebraska
Fleet Management - Monthly Mileage Log
Emergency Roadside Assistance-Wheels (844) 903-0486

Month / Year _____

	Unit #			**Department**			
	License #			**Driver Name(s)**			
	Date	**Odometer Reading**		**Times**			
	mm/dd/yy	**Start**	**End**	**Start**	**End**	**Destination / Use**	**Driver Initials**
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
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.