## **BGS Employee State Vehicle & Commuting Trip Log**

This form is used to track State vehicle use and/or for reporting the taxable fringe benefit value of each BGS employee's personal use of a State vehicle including commuting. For BGS employees subject to taxable fringe benefit reporting, please complete the yellow highlighted areas and submit electronically, by the 10th of each month, for the preceding month, to Fleet Management Services at fleet.services@vermont.gov

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Employee's Name:				Month/ Year:		
Vehicle Plate I	Number:			Total One-Way Commute Trips:		
Date	Odometer Reading		Travel			Commute One-
	Beginning	Ending	From	То	Miles Traveled	Way Trips

Date	Odometer Reading		Travel		Miles Tressal at	Commute One- Way Trips
	Beginning	Ending	From	То	Miles Traveled	Way Trips