

CARY INSTITUTE OF ECOSYSTEM STUDIES
VEHICLE USE CHARGE SHEET

This sheet **MUST** be filled out **COMPLETELY** before handed to **Automotive Maintenance**

NAME OF VEHICLE: _____

ACCOUNT #: _____
(Personal Use of Cary Institute Vehicles Will Be Charged at the Mileage Rate Noted)

DESTINATION: _____

DATE(S) OF TRIP: _____

REASON FOR TRIP:

ODOMETER READING AT START OF TRIP: _____

ODOMETER READING UPON RETURN: _____

TOTAL MILES DRIVEN: _____ * (0.545) = _____

LAUNCH FEE(S):
19' WHALER _____ 14' WHALER _____ N/A _____

SIGNATURE: _____

PRINTED NAME: _____

APPROVED BY: _____
(Must be authorized to sign on account)

DATE: _____

PLEASE ATTACH ANY RECIEPTS FOR REFUELING THIS VEHICLE

_____ CHECK HERE IF CARY INSTITUTE CREDIT CARD WAS USED FOR REFUELING

_____ CHECK HERE IF CARY E-ZPASS TOLLS WERE INCURRED ON THIS TRIP

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FOR OFFICE USE ONLY

Date received: _____

Logged in by: _____

Amount to be deducted: _____

Initials: _____
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