Taxable Mileage on Personal Use of Saint Joseph’s University Vehicles

TO:    Payroll Office

I certify that I have used a Saint Joseph’s University owned/leased vehicle for ______ miles of personal use during the ______ quarter of ______ and, therefore, am subject to be taxed on this mileage.

____________________
Signature

____________________
Print Name

____________________
Date

Forms must be returned to the Payroll Office by the end of the first three quarters and December 1st of the fourth quarter.