

TO: Employees Assigned a Roane County Vehicle
FROM: Ron Woody, County Executive
SUBJECT: County Assigned Vehicles – Mileage Log
DATE: November 12, 2010

Due to the nature of the IRS filing and reporting requirements, we shall begin December 01, 2010 collecting information on a monthly basis.

You should maintain a copy of each month's completed form to assist in your year-end IRS reporting requirements.

If you keep a separate log due to the nature of your position (Building Inspector reports) the details within those logs are not required, however all other basic information is required.

The form should be turned in to the Accounting Department at the first of each month. Please also attach all gas tickets (not previously submitted) to the monthly forms.

C: Linda Stooksbury

RW11/2010

