

TO: Employees Using Personal Vehicles
FROM: Ron Woody, County Executive
SUBJECT: Personal Vehicles – Mileage Log/Reimbursement Form
DATE: November 12, 2010

Due to the nature of our jobs, employees occasionally must use personal vehicles for official business.

Please distribute to your employees who might have need to use their personal vehicles.

The attached mileage/reimbursement form should be completed monthly and turned in to the Accounting Department for reimbursement.

