

**Commuting Log Form  
Work To/From Home**

Remember a commuting log form must be turned in with your time card each month.  
(\$1.50 per commute on taxable income)

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Vehicle County ID#: \_\_\_\_\_

Month of: \_\_\_\_\_

Instructions:

Enter the date of the commute. Mark the box for each commute you make per day. I.E. Home to Work – check the first box; Work to Home – check the second box etc. At the end of the month add up your number of commutes and write the total at the bottom. Turn in this form with your time card to your payroll technician.

Date	Number of Commutes	Date	Number of Commutes
_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Total Number of Commutes \_\_\_\_\_

I, \_\_\_\_\_, hereby swear under penalty of perjury that the commute log has been  
Employee Name  
 filled out accurately and the County Vehicle was only used for the purpose of commuting from/to work and home. No personal use of the County Vehicle has been made and all policies and laws have been adhered to.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_