

Shasta County Office of Education

County Vehicle Mileage Log – Transfer of Funds

Internal transfer of funds for vehicle use should be calculated, approved and submitted to Business Services monthly

Designated program staff member should follow these procedures to transfer charges to other SCOE programs/grants for use of program vehicle

1. Complete the following fields of the **County Vehicle Mileage Log – Transfer of Funds** form
 - a. Vehicle ID#
 - b. Vehicle Make/Model
 - c. Income/credit org key
2. Print copies, place on a clipboard and put in county vehicle for SCOE employees to document use
3. Obtain mileage logs from vehicle(s) on monthly basis
 - a. Calculate miles driven for each entry
 - b. Determine which program/grant will be charged for each entry. Use *Key Line #* field to assist with grouping corresponding entries
 - c. Indicate appropriate org keys to be charged in space provided at the bottom of the form
 - d. Calculate the total miles to be charged to each org key indicated and multiply the mileage by the IRS mileage rate
 - e. Add account distribution totals and enter amount in the *Org Key Distribution Total* field
 - f. Multiply *Total Miles Driven* by IRS mileage rate to verify that it is equal to the *Org Key Distribution Total*
4. Obtain the program manager approval signature for credit org key indicated and accuracy of account distribution to other programs and/or grants
5. Obtain the program manager's approval signature for debit org keys/charges to programs. If necessary attach a routing cover sheet to obtain approval signatures.

Please contact the Shasta County Office of Education Business Services Department should you require assistance or have questions regarding the County Vehicle Mileage Log procedure.