

CITY OF MILWAUKEE BI-WEEKLY COMMUTING MILES

JANUARY 2000
CBP-194R

PAY PERIOD _____ ENDING _____ / _____ / _____

DRIVER / PASSENGER	CIRCLE ONE	DEPT ID	LOC	EMPLOYEE ID			
EQUIPMENT NUMBER							
EMPLOYEE NAME		JOB CODE		DEPT. OR BUREAU & DIVISION			

CALENDAR FOR REPORTING USAGE *

FIRST WEEK	SECOND WEEK
SUN _____	SUN _____
MON _____	MON _____
TUES _____	TUES _____
WED _____	WED _____
THURS _____	THURS _____
FRI _____	FRI _____
SAT _____	SAT _____

Enter following codes in Calendar:
H = Holiday
V = Vacation
O = Other
X = Vehicle used for commuting/riding in vehicle

TOTAL DAYS VEHICLE WAS USED AS INDICATED ON CALENDAR INCLUDING OVERTIME TIMES \$3.00 PER DAY **X \$3.00**
TOTAL VALUE OF COMMUTING **\$**

 Employees' Signature

 Department/Bureau Head

* Record one-way commutes as .5

Explanation of "0" - Enter names of passengers commuting in vehicle during biweekly period. Also report days when vehicle not used.

If a form is not submitted, missing a code, or no explanation of "O" is given, an assessment will be made that the vehicle was used that day and \$3.00 will be added to the total for the period.

Include in the weekly reporting those days which a vehicle was used for overtime assignments which are not part of the normally assigned work day (i.e. Saturday, Sunday, or plowing, etc.)

EXPLANATION OF "O"

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