

Vehicle Mileage, Fuel Use and Cost Data Sheet and Monthly and Annual Summary Report

The purpose of this decision aid is to provide information to manage vehicle use and the rising costs due to increased fuel costs.

There are two sheets involved for implementation. The first sheet is used to record mileage use at any time by use activity and amount of fuel. Cost is recorded each time the vehicle is fueled. The spreadsheet also allows the user to record the miles used for different defined uses. For example, a ranch truck use can be allocated mileage to cattle, property maintenance, hay production and personal or non-ranch use activities. The alternative uses are described by the user in January of the fiscal year in monthly and annual reporting.

Monthly added miles and fuel use data are recorded in a second spreadsheet to report monthly and annual mileage, fuel use and cost. Total mileage, fuel used and costs and the purpose for the mileage usage are reported. The miles per gallon use and cost per gallon and per mile are calculated monthly and annually.

Each vehicle can carry the data sheet to record mileage and the gallons of fuel added and associated cost. Reporting miles of use can be used to manage vehicle use and associate cost.

Titles are as follows for these fuel management decision aids:

Milage, Fuel Use and Cost

Monthly Vehicle Mileage, Fuel Use, Cost and Mileage by Use Calculator

Monthly and Annual Vehicle Mileage, Fuel Use, Cost and Mileage by Use Summary

Having each vehicle miles per gallon data and cost per mile can guide the choice of vehicles to use to address different uses. Replacing vehicles with more efficient vehicles can reduce costs.

Having employee mileage use by alternatives can help bring discipline to vehicle use decisions.

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