

AG-321 (10/19)

Texas A&M AgriLife  
Administrative Services – Fleet Management



### Mileage Distribution Charge

MEMORANDUM TO:           ATTN: Michelle Gonzales  
                                    Fleet Department-MS 2147  
                                    979-845-6805  
                                    michelle.gonzales@ag.tamu.edu

DEPARTMENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MONTH/YEAR: \_\_\_\_\_

VEHICLE: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_

<i>Drivers Name</i>	<i>Account Number</i>	<i>Number of Miles</i>	<i>Rate per Mile</i>	<i>Total Charge</i>
<b>TOTALS:</b>	-----		-----	

Ending Odometer Reading: \_\_\_\_\_

Beginning Odometer Reading: \_\_\_\_\_

Total Mileage Used: \_\_\_\_\_

Send Invoice to: