

State of New Hampshire
Report of Operations for State Owned Vehicles (MV-2R)

Rev 3/23

Month/Year:	Plate or EQ#:		Sheet _____ of _____
Make:	Model:	Year:	

Instructions: report operations of state vehicle use. Indicate whether the miles were Business **(B)** or Non-Business **(NB)** miles in the "Purpose" column.

BEGINNING ODOMETER READING:								
Trip #	Date	Odometer Start	Odometer End	Miles	Purpose		Trip/Destination	Initials
					B	NB		
1				0				
2				0				
3				0				
4				0				
5				0				
6				0				
7				0				
8				0				
9				0				
10				0				
11				0				
12				0				
13				0				
14				0				
15				0				
16				0				
17				0				
18				0				
19				0				
20				0				
21				0				
22				0				
23				0				
24				0				
25				0				
26				0				
				0				
Total Miles:				0		0	Total Non-Business Miles:	

State employees shall accurately report to their agency payroll personnel all non-business use of any state-owned motor vehicle of any type, including but not limited to any commuting miles (travel between an employee's home and regular place of business). The agency shall annually report all non-business use of state-owned , as well as such other information regarding vehicles and vehicle usage to the Department of Administrative Services as directed by the department.

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 Page two (Expense Breakdown)

Month/Year: _____ / _____ **Plate or EQ#:** _____

Instructions: Report expenses associated with state vehicle use. Record fuel costs when paying cash (include receipt copy) or when a vendor issues a receipt at the time of purchase.

Date	Odometer Reading	Fuel (gallons)	Fuel Costs	Repair Costs	Maint Costs	Repairs/Maintenance Items
Totals		0.00	0.00	0.00	0.00	

Maintenance costs include scheduled items such as tune-ups, oil/filter changes, fluid changes, etc. Repairs are non-routine costs that are done to ensure safe operation of the fleet unit. This would include accident repairs, broken windshields, major engine overhauls, flat tires, towing, brakes, exhaust, etc.

SIGNATURE: _____