

How to Use EMKAY's Driver Personal Mileage Reporting System

Personal Mileage Overview

EMKAY has enhanced the Personal Mileage reporting features of the EMKAY Driver website and the EMKAY Driver 360 mobile app. The personal mileage reporting feature of Driver 360 is now completely integrated with the web based personal mileage reporting system so additions and updates can be completed on either reporting platform.

Driver Web Site

Easy to Report Mileage

Steps:

1. Visit [Secure | https://www.emkay.com](https://www.emkay.com)
2. Click Login to access the Driver Login
3. Click Personal Mileage
4. Click Add Mileage
5. Select Vehicle
6. Select Timeframe
7. Enter Mileage

Highlights:

- Complete view of entire reporting year
- View reported mileage from previous years
- Ability to update previous mileage entries
- Odometer history displayed during mileage entry
- Benefit summary shows your taxable benefit

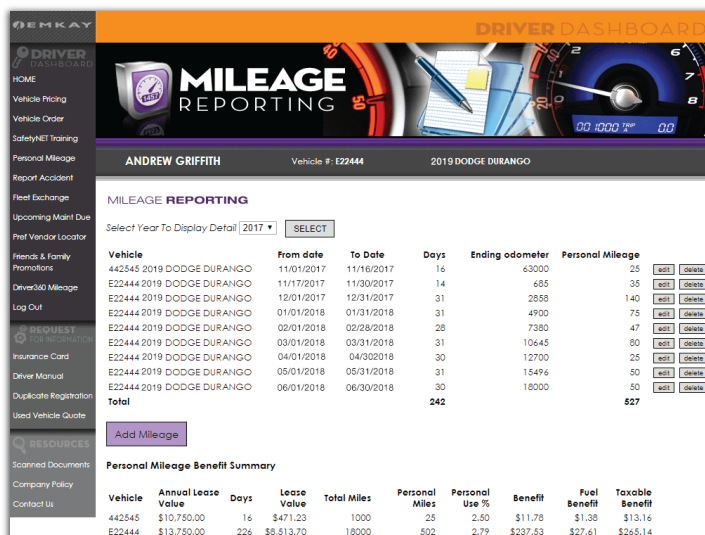
Driver 360 Mobile App

Easy to Report Mileage

Steps:

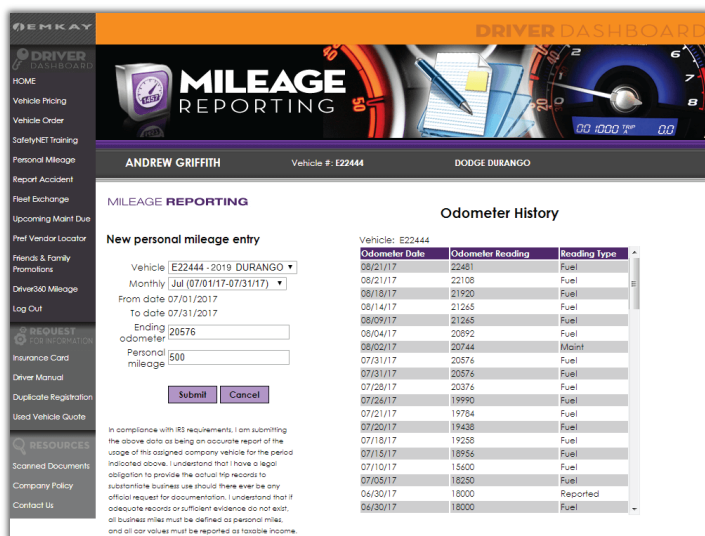
1. Install Driver 360 and register
2. Tap Personal Mileage Reporting within the Mileage section
3. Tap Add Mileage
4. Select Vehicle
5. Select Timeframe
6. Enter Mileage

Download the EMKAY Driver 360 app for personal mileage reporting and much more for your EMKAY fleet vehicle!



Vehicle	From date	To Date	Days	Ending odometer	Personal Mileage
442545 2019 DODGE DURANGO	11/01/2017	11/16/2017	16	63000	25
E22444 2019 DODGE DURANGO	11/17/2017	11/30/2017	14	685	35
E22444 2019 DODGE DURANGO	12/01/2017	12/31/2017	31	2658	140
E22444 2019 DODGE DURANGO	01/01/2018	01/31/2018	31	4900	75
E22444 2019 DODGE DURANGO	02/01/2018	02/28/2018	28	7380	47
E22444 2019 DODGE DURANGO	03/01/2018	03/31/2018	31	10645	80
E22444 2019 DODGE DURANGO	04/01/2018	04/30/2018	30	12700	25
E22444 2019 DODGE DURANGO	05/01/2018	05/31/2018	31	15496	50
E22444 2019 DODGE DURANGO	06/01/2018	06/30/2018	30	18000	50
Total			242		627

Vehicle	Annual Lease Value	Days	Lease Value	Total Miles	Personal Miles	Personal Use %	Benefit	Fuel Benefit	Taxable Benefit
442545	\$10,750.00	16	\$471.23	1000	25	2.50	\$11.78	\$1.38	\$13.16
E22444	\$13,750.00	226	\$6,513.70	18000	502	2.79	\$237.53	\$27.61	\$265.14



Date	Odometer Reading	Reading Type
08/21/17	22481	Fuel
08/21/17	22108	Fuel
08/18/17	21920	Fuel
08/14/17	21265	Fuel
08/09/17	21265	Fuel
08/04/17	20892	Fuel
08/02/17	20744	Maint
07/31/17	20576	Fuel
07/31/17	20576	Fuel
07/28/17	20376	Fuel
07/26/17	19990	Fuel
07/21/17	19784	Fuel
07/20/17	19498	Fuel
07/18/17	19259	Fuel
07/15/17	18956	Fuel
07/10/17	18600	Fuel
07/05/17	18250	Fuel
06/30/17	18000	Reported
06/30/17	18000	Fuel

