



Herbein + Company, Inc.  
www.herbein.com

**WRITTEN POLICY STATEMENT  
PROHIBITING PERSONAL USE OF VEHICLES OTHER THAN COMMUTING**

MEMO: Personal Use of Vehicles

TO: Employees

FROM: Management

Vehicle Description: \_\_\_\_\_

Management has provided you with the above vehicle, requiring that you commute in it, and has adopted the following relating to such policy.

All personal use of employer-provided vehicles is prohibited, except for commuting and de minimis use, such as a stop for lunch between two business deliveries.

Management will include in your compensation a taxable fringe benefit in the amount of \$1.50 for each one-way commuting trip. Therefore, employees need only provide information relating to the number of commuting trips.

Employees who violate the above policy will be required to substantiate all vehicle use (including business, personal and commuting). Management will use this substantiation to compute the taxable fringe benefit under either the cents-per-mile or annual lease value rule, whichever is applicable. Either method will probably produce a higher taxable fringe benefit.

**EMPLOYEE CONSENT:**

**Having read the above policy statement and understanding its implications, I hereby consent to follow the policy.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date