

To: Users of Company Vehicles
From:
Date:
Re: Personal Use of Company Vehicles

The Company's management has adopted the following policy regarding the use of company vehicles:

No employee (or any friend or relative of the employee) may use company vehicles for any personal purpose except when the use of the vehicle is incidental to the business purpose (for example, a stop for lunch between two business deliveries or sales call).

Employees found to be in violation of the above policy will have a **taxable noncash fringe benefit** added to their compensation at the end of the calendar year. Such an adjustment to compensation is now required by the Internal Revenue Service.

I have read the above policy statement, understand the implications of the personal use of company vehicles, and agree to follow the policy.

Employee's Signature

Date

Vehicle Information

Make/Model _____

Year _____

License No. _____