

Purpose of form

This form is filled out each time the vehicle is used to document the person driving the vehicle, trips made, expenses incurred and repairs made. Fuel and service tickets are attached to the form for auditing purposes.

Instructions

Travel record	
Vehicle number	Record the assigned vehicle number.
Tag number	Record the displayed license tag number.
Date	Record the date the vehicle is driven for each trip.
Driver	Record the name of the person driving the vehicle for each trip.
Trip purpose	Record the purpose of the trip.
Departure	
Location	Record the location the vehicle departs from.
Time	Record the time the vehicle departs.
Odometer	Record the odometer reading at the beginning of the trip.
Arrival	
Location	Record the location the vehicle arrives at.
Time	Record the time the vehicle arrives.
Odometer	Record the odometer reading at the end of the trip.

Fuel and maintenance record	
Date	Record the date of the fuel or service purchase.
Tag number	Record the displayed license tag number.
Date	Record the date the vehicle is driven for each trip.
Payment method	Record either F (Fleet Card), O (on-site charge) or C (cash).
Retail or state facility	Record R (retail) or S (state facility).
Odometer	Record the odometer reading at the time of the purchase or service.
Fuel gallons	Record the number of gallons pumped.
Fuel cost	Record the total cost of fuel.
Nonfuel purchase	Record a short description of the nonfuel purchase.
Nonfuel purchase cost	Record the total cost of the nonfuel purchase.

Routing of form

The vehicle log is retained at the local office until one year after all audits have been completed and permission to archive or destroy has been received.