

## VEHICLE LOG

Vehicle \_\_\_\_\_

DATE	TIME OUT	TIME IN	EMPLOYEE NAME	DESTINATION	*VEHICLE CHECK	MILEAGE OUT	MILEAGE IN	NUMBER OF GALLONS	TOTAL \$ AMOUNT

FUND	PROGRAM	GRANT/ CONTRACT CODE	DISTRIBUTION CODE	COST CENTER	LINE ITEM	TOTAL \$ AMOUNT

VEHICLE MAINTENANCE	ODOMETER READING	DATE	COMMENTS
<input type="checkbox"/> Routine Service			
<input type="checkbox"/> Repairs			
<input type="checkbox"/> Other			

\*Vehicle Check: note concerns about safety, damage, cleanliness

Reviewed 4/01/2021

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Approval Signature