

ATTACH RECEIPTS HERE

THIS MUST BE USED FOR EVERY TRIP

VEHICLE USAGE SHEET

DRIVERS

NAME

VEHICLE #

DESTINATION 1

PURPOSE OF TRIP

DEPARTMENT / PROGRAM #

OD READING

START DATE OF
TRIP

OD READING

END DATE OF
TRIP

DESTINATION 2

PURPOSE OF TRIP

DEPARTMENT / PROGRAM #

OD READING

START DATE OF
TRIP

OD READING

END DATE OF
TRIP

FUELING COSTS (THIS LOG MUST ACCOMPANY ALL RECEIPTS)

ODOMETER READING AT FUELING

total gallons

total costs

ODOMETER READING AT FUELING

total gallons

total costs

ODOMETER READING AT FUELING

total gallons

total costs

ODOMETER READING AT FUELING

total gallons

total costs

INCIDENTAL COSTS (Oil, Maintenance, Car Wash, Repairs, etc.)

DESCRIPTION

COSTS