Print Form

Appendix G

Daily Trip Log

A Daily Trip Log must be recorded for each state-owned vehicle. Agencies must maintain all daily log files for at least three (3) years. Failure to complete this log is vehicle misuse and subject to penalties set forth in the manual.

Vehicle Asset Number	Current Month	Current Year	Agency Number	Monthly Starting Miles	Monthly Ending Miles	Monthly Commuting Miles	Monthly Business Miles

Date	Driver's Name	Daily Odometer Reading		Daily Travel		Duties Performed	Daily Commute Miles	Daily Business Miles
		Beginning	Ending	From	To			