VEHICLE USAGE LOG

Department					Vehicle Homebase		Week Ended (Week Ended (Sunday)		
Door #		License Plate			Vehicle Description					
DATE OF TRIP		Trip Start Time	Start Odometer		End Odometer	Reason for Trip (enter code # from below)	Explanation/Description (for 4, 5, or 7)	Print Name of Driver	Initialed by Driver	
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	-									
	_									
Incidental Costs (Fuel, Oil, Maintenance, Repairs, etc.) *Note - TURN IN ALL RECEIPTS										
Date Fuel/F		luid Type Fuel/Fluid Fuel/Fluid		Outsource	Outsource			Odometer		
2410			Qty	(Total Cost)	Material (Total Cost)	Labor (Total Cost)				

Trip Reasons: (Enter one or more as needed)

- 1. Transporting People To and From Airport, Meetings, Conferences, Seminars, Training, etc.
- 2. Transporting People To and From Jobsite

3. Mail Run

- 4. Transporting General Materials/Supplies (Enter Description such as office supplies, print jobs, etc.)
- 5. Transporting Sensitive Materials/Supplies (Enter Description such as grade sheets, artifacts, money, etc.)
- 6. Taking vehicle to Automotive Shop for repairs/maintenance
- 7. Other (Explain what the vehicle was used for. Use back of sheet if needed.)

Reviewed By:

Signature

Vehicle Usage Log Instructions

General instructions:

The details of the use of a state-owned vehicle should be recorded by the operator so as to produce an accurate and complete log of the use of the vehicle. The log should be filled out while using the vehicle, not the next day.

Definitions:

Trip – The time where you have exclusive use of the vehicle and it is not able to be used by others. Each day's use should be entered separately.

Trip Information:		Incidental Costs:	
Department:	Enter a description of the owning Unit.	Date:	Enter the date cost was incurred.
Vehicle Homebase:	Enter the City, Zip Code, Building, or other location designation.	Fuel/Fluid Type:	Enter type of fuel or type of fluid added.
Week Ended (Sunday):	Enter the date of the Sunday ending that week of reporting.	Fuel/Fluid Quantity:	Enter the quantity of fuel or fluid added along with the unit of
Door #:	Enter the University assigned vehicle unit		measurement.
	number placarded on the side of the door. All vehicles have a door number whether it is	Fuel/Fluid Cost:	Enter the total cost of the fuel or fluid quantity.
	visible or not.	Outsource Material:	Enter the cost of parts or
License Plate:	Enter the license plate number.		materials purchased for the
Vehicle Description:	Optional – Enter your own description or the		vehicle.
	Color, Year, Make, and Type of the vehicle.	Outsource Labor:	Enter the cost of the time charged
Date of Trip:	Enter the date of vehicle use.		to you by a laborer.
# People (Incl. Driver):	Enter the number of people being carried in the vehicle including the driver.	Description of Outsource:	Describe the outsourced work performed.
Trip Start Time:	Enter the time the trip started.	Odometer:	Enter the odometer at the time of
Start Odometer:	Enter the odometer reading at the start of the trip.		the cost incursion.
Trip End Time:	Enter the time the trip ended	Signature:	
End Odometer:	Enter the odometer reading at the end of the trip.		
Reason for Trip:	Enter the Trip Reason from the list at the bottom of the form.	Reviewed By:	The form should be reviewed and signed by a person responsible
Explanation/Description:	Optional comment to explain the reason for the trip.		for the property.
Print Name of Driver: Initialed by Driver:	Include at least the first initial and last name. Enter the driver's initials.		