

**DAILY VEHICLE LOG**

STATE OF LOUISIANA  
DIVISION OF ADMINISTRATION

Property Tag Number: **435-00-123456** Serial Number: **1A2BC34D5678910** License Plate: **234567** Month: **01** Year: **09**

PA Y N	HS Y N	Make	Model	Model Year	Down Days	Driver Initials	Location where trips began; all points visited (unless did not leave state property grounds); where trip ended; purpose of trip (meeting, site visit, etc.)
		<b>DODGE</b>	<b>CARAVAN</b>	<b>07</b>			<b>DO NOT INCLUDE INSURANCE COSTS</b>
		Beginning Odometer: <b>18291</b>					
		Trip Ending Reading	Trip Mileage	Gallons of Fuel	Fuel Cost	Maint. & Repair Costs (Detail on Reverse Side)	Other Costs (detail on Reverse Side)
		<b>1/5 18411</b>	<b>120</b>	<b>14.71</b>	<b>216.48</b>		
		<b>1/2 18450</b>	<b>39</b>				
		<b>1/3 18460</b>	<b>10</b>		<b>69.95</b>		
		<b>1/20 18540</b>	<b>80</b>				
		<b>1/21 18548</b>	<b>8</b>				
		<b>1/22 18629</b>	<b>81</b>	<b>15.00</b>	<b>27.00</b>	<b>5.00</b>	
		<b>1/26 18641</b>	<b>12</b>				
		<b>1/29 18666</b>	<b>25</b>				
		Final Reading					
		<b>18666</b>					
		<b>MONTHLY TOTALS</b>	<b>375</b>	<b>29.71</b>	<b>\$53.48</b>	<b>69.95</b>	<b>5.00</b>

SIGNATURE OF ASSIGNED DRIVER (IF APPLICABLE)  
**Jim Lower**

AUTHORIZED SUPERVISOR  
**Mia Supervisor**

TITLE  
**SEM**

**TOTAL EXPENSES FOR MONTH** **128.43**

THE ABOVE RECORD REFLECTS AN ACCURATE ACCOUNTING OF THE USE OF THIS STATE-OWNED VEHICLE AS ATTESTED TO BY THE OPERATOR'S INITIALS BY EACH ENTRY (POOL CARS) OR, FOR PERSONALLY ASSIGNED VEHICLES, THE DRIVER'S SIGNATURE. THE LAST PERSON SIGNING THE REPORT OR THE TRANSPORTATION OFFICER SHALL SUBMIT THIS REPORT TO HIS/HER SUPERVISOR BY THE THIRD WORKING DAY OF EACH MONTH, WHO SHALL REVIEW, SIGN THE BOX (RIGHT) IF APPROVED, AND FORWARD TO THE AGENCY TRANSPORTATION COORDINATOR WITHIN THREE ADDITIONAL DAYS.

SEE REVERSE SIDE

