## Vehicle Mileage Log

Plate #:			Month:		
Driver:					
	Odome	eter	Purpose/	No. of Fuel Receipts	Car
Date	Beginning	Ending	Destination(s)	(√ per day)	Wash?
6/4/2021	95000	95200	Central Region Training	$\sqrt{-\sqrt{-1}}$	
6/6/2021	95200	95250	Wildcat County Extension Office	None	$\checkmark$

## **INSTRUCTIONS:**

- 1. Enter the date and the beginning and ending mileage for each day driven.
- 2. Enter a specific purpose or destination(s) driven for the day.
- 3. Place a check mark for each fuel stop in the column "No.of Fuel Receipts ( $\sqrt{per day}$ )". Retain receipts.
- 4. Place a check mark if you received a car wash on the day of travel. Retain receipts. Carwashes are allowed twice monthly and are not to exceed \$15 per wash.
- 5. At end of each month please attach the fuel receipts to the pages for that month, and submit to regional support staff by the 10th of the following month.

## \*\*IMPORTANT: Please keep Vehicle Log in vehicle.

	Odomete		Purpose/	Fuel Receipts?	Car
Date	Beginning	Ending	Destination(s)	(√ per day)	Wash?

	Odom	eter	Purpose/ Fuel Receipts?	Car
Date	Beginning	Ending	Destination ( $\sqrt{per day}$ )	Wash?

MAINTENANCE LOG:					
Date of Service	Odometer As Of Service	Description of Maintenance Performed (e.g. Oil Change, Tire Rotation, etc.)	Method of Payment (Pro-Card or Voyager)	Serviced Performed By (Vendor Name)	