STAFF VEHICLE REPORT

Car License_____ Driver _____ Month / Year _____

Starting Date	Starting Point/ Points Traveled / Ending Point	Ending Date	Odometer Readings Begin	End	Miles Driven

Documentation for Training Travel on Back Page (Additional Space On Back If Needed)

EXPENSES - FUEL / OIL / REPAIRS, ETC.

Date	Location	Odometer	Gallons / Gas	Oil / Repairs	Cost (TOTAL)

Starting Date	Starting Point/ Points Traveled / Ending Point	Ending Date	Odometer Readings Begin	End	Miles Driven

Training – Travel during the month for any Training documented here:

Starting Date	Starting Point/ Points Traveled / Ending Point	Ending Date	Odometer Readings Begin	End	Miles Driven