

Vehicle Log Record Form Sample

The **vehicle log record form** sample is designed to accurately track mileage and expenses related to vehicle use. This form ensures detailed documentation for business trips, maintenance costs, and fuel usage. It aids in maintaining organized records for tax and reimbursement purposes.

Vehicle & Driver Information

Vehicle Make/Model	License Plate	Driver Name	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Trip & Mileage Record

Date	Trip Start Location	Trip End Location	Purpose of Trip	Odometer Start	Odometer End	Miles Driven
<input type="text"/>						

Expenses

Date	Expense Type	Description	Amount (\$)
<input type="text"/>	<input type="text" value="Fuel"/>	<input type="text"/>	<input type="text"/>

Signature & Approval

Driver Signature	Date	Supervisor Approval	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>